STAEDTLER®

Digital Pen

User manual

990 01

Valid for software
MyScript Studio Notes Edition 1.2

Table of contents

1 Overview 5
1.1 Key features 5
1.2 Package content 5
1.3 Notes on safety 6
1.4 System requirements 6
1.5 The STAEDTLER digital pen 7
1.5.1 Inserting / replacing a refill 7
1.5.2 Inserting / replacing the pen battery 8
1.6 The receiver 9
1.6.1 Description of receiver 9
1.6.2 Resetting the device 10
1.6.3 LCD display 11
1.6.4 Charging the battery 11
1.6.5 Attaching the receiver to the paper 11
1.6.6 Range of the receiver 13
1.6.7 Connection to the computer 13
2 Installation for Windows (2 CDs) 14
2.1 System requirements 14
2.2 MyScript Studio Notes Edition 14
2.2.1 Installation of MyScript Studio Notes Edition and My Script Ink Retriever 14
2.2.2 Activating MyScript Studio Notes Edition 17
2.3 Mobile Note Taker (Note Manager) 18
2.3.1 Installing Mobile Note Taker 18
3 Installation for MAC (2 CDs) 20
3.1 MyScript Studio Notes Edition 20
3.1.1 Installation of MyScript Studio Notes Edition and My Script Ink Retriever 20
3.1.2 Activating MyScript Studio Notes Edition 24
3.2 Note Taker (Note Manager) 25
3.2.1 Installing Note Taker 25
4 Creating notes 28
4.1 Offline mode 28
4.2 Online mode 29
4.2.1 Functions of the STAEDTLER digital pens 29
4.2.2 Using the STAEDTLER digital pen in Windows Vista Ink applications 31
4.3 Uploading notes onto the computer 32

4.3.1 Uploading notes with MyScript Studio Notes Edition 33
4.3.2 Uploading notes with Mobile Note Taker 33
5 Editing notes with MyScript Studio Notes Edition 34
5.1 Configuring the upload settings 34
5.1.1 "About" tab 34
5.1.2 "Retrieval settings" tab 35
5.2 Preferences 36
5.2.1 "General" tab 36
5.2.2 "Languages" tab 37
5.2.3 "Notes" tab 37
5.3 User interface 38
5.3.1 Window 38
5.3.2 Shortcuts 39
5.4 Managing notes 40
5.4.1 Importing notes 41
5.4.2 Opening a note 41
5.4.3 Navigation within a note 42
5.4.4 Exporting notes 42
5.4.5 Printing notes 43
5.4.6 Managing tags 43
5.4.7 Searching through notes 46
5.4.8 Modifying the size of a note page 48
5.4.9 Deleting notes 49
5.4.10 Changing the standard language 49
5.5 Editing handwritten text 50
5.5.1 Selecting the ink 50
5.5.2 Adding / erasing ink 51
5.5.3 Copying / cutting / pasting ink 51
5.5.4 Splitting ink 51
5.5.5 Changing ink line spacing 53
5.5.6 Changing ink size / ink color 53
5.5.7 Highlighting ink 54
5.6 Converting notes 54
5.6.1 Settings 54
5.6.2 Converting text only notes 55
5.6.3 Notes with shapes or drawings 56

5.6.4 Converting tables ... 58
5.6.5 Areas for special contents ... 59
5.6.6 Excluding areas ... 60
5.7 Editing converted notes ... 61
5.7.1 Text only note ... 61
5.7.2 Text with graphic ... 62
5.7.3 Copying and selecting text ... 62
5.7.4 Replacing a shape ... 63
5.8 Exporting converted notes ... 63
5.8.1 Exporting into the standard text editing program ... 63
5.8.2 In an e-mail application ... 63
5.8.3 Into a text editor ... 64
5.8.4 In a Word file ... 65
5.8.5 As an image ... 65
5.9 Personal recognition profiles ... 65
5.9.1 Creating a recognition profile ... 65
5.9.2 Managing recognition profiles ... 70
5.9.3 Exporting / importing recognition profiles ... 70
5.10 Dictionary ... 71
5.10.1 Adding words ... 71
5.10.2 Editing / deleting entries ... 71
5.10.3 Importing / exporting the personal dictionary ... 72
5.10.4 Managing automatic replacements ... 73
6 Editing the notes with Mobile Note Taker (Note Manager) ... 76
6.1 Defining preferences ... 76
6.1.1 Access to preferences: ... 76
6.1.2 "General" tab ... 76
6.1.3 "Mobile" tab ... 77
6.1.4 "Print" tab ... 77
6.1.5 "Paper holder" tab ... 78
6.2 Toolbox ... 78
6.3 Uploading notes onto the PC ... 79
6.4 Editing notes ... 81
6.5 Printing notes ... 82
6.5.1 Printing a note from a file ... 83
6.5.2 Printing an opened note ... 83

6.6 Storing notes ... 83
6.7 Renaming notes ... 83
6.8 Moving notes ... 84
6.9 Finding notes ... 84
6.10 Exporting notes ... 84
6.10.1 Exporting as JPEG ... 84
6.10.2 Exporting in a file format ... 85
6.11 Importing data formats ... 86
6.12 Sending / receiving notes ... 87
6.12.1 Via e-mail ... 87
6.12.2 Sending via the local network ... 87
6.12.3 Receiving via the local network ... 88
6.13 Adding notes in other applications ... 88
6.14 Creating sticky notes ... 89
6.15 Creating paper holder notes ... 90
6.16 Selecting pen styles ... 91
6.17 Managing folders ... 92
6.17.1 Creating new folders ... 92
6.17.2 Renaming folders ... 92
6.17.3 Deleting folders ... 92
6.18 Reminder function ... 93
6.18.1 Setting a reminder ... 93
6.19 Backing up and restoring the note database ... 94
6.19.1 Backing up the database ... 94
6.19.2 Restoring the database ... 94
7 Troubleshooting ... 96
7.1 Overview ... 96
8 Information regarding disposal ... 97
8.1 For EC countries ... 97
8.2 For non-EC countries ... 97

1 Overview

Thank you for choosing to purchase this efficient, quality product!

The STAEDTLER digital pen allows all handwritten notes and drawings on regular paper to be recorded and stored in the internal Flash memory. This proves particularly practical whenever there is no computer immediately at hand and you would like to retain spontaneous thoughts or important matters. Recorded notes can then be uploaded onto the computer via USB connection.

Comprising of a writing implement and a receiver, the STAEDTLER digital pencombines ultrasonic and infrared technologies with sophisticated algorithms. This provides a precise tracking and positioning system which traces movement of the pen tip on any surface and converts it into a vector image of the user's handwriting. The digital pen transfers this vector image to the receiver for storage.

Note!
Please refer to the user manual for more detailed information regarding all practical functions of the device!

1.1 Key features

- Record handwritten notes and drawings, even when no computer is immediately at hand.
- Store handwritten notes in the integrated Flash memory.
- Upload the recorded handwritten notes onto a computer via USB connection.
- Functions as a digital pen to write directly into Windows and Office 2007.
- Selectable mouse indicator function.
- No installation required for Digital Ink Features in Vista and Office 2007.
- No special paper necessary.

1.2 Package content

- Digital pen
- 2 SR41 button batteries
- 3 ballpoint pen refills in D-format
- Stylus refill
- Tweezers
- Receiver
- USB cable
- Metal box
- 2 CDs (Mobile Note Taker/ MyScript Studio Notes Edition)
- User manual (in various languages)

1.3 Notes on safety

Warning!

Risk of explosion if batteries are not inserted correctly! It is imperative that correct polarity of the batteries is observed to avoid injury!

Under no circumstances may batteries be thrown onto fires, forced open, short circuited or recharged!

In the event of a leaking battery, avoid contact with skin, eyes or mucous membranes at all costs. Rinse affected areas immediately with plenty of clean water. Then seek immediate medical attention.

Store batteries in a safe place inaccessible to small children. Swallowing batteries could prove fatal. If a battery is swallowed, seek immediate medical attention!

Keep packaging material and parts small enough to be swallowed out of reach of children. There is a serious risk of choking or suffocation!

Once the batteries have drained, or if the STAEDTLER digital pen will not be used for lengthy periods, remove the batteries from the pen. This will prevent damage caused by leakage from the batteries.

Note!

Only use batteries of equivalent type!

Do not expose the STAEDTLER digital pen, the receiver or the batteries to intense fluctuations in temperature, moisture, direct sunlight, dusty conditions or shocks.

Do not carry out any repairs on the STAEDTLER digital pen or its accessories. The product could become damaged if repairs are not carried out correctly.

Under no circumstances may the STAEDTLER digital pen be dismantled! This could lead to malfunctioning of the pen!

Fig. 1 Do not dismantle the pen!

1.4 System requirements

To be able to install and utilise the Software CDs included in delivery, your system must fulfil the following requirements:

- Microsoft ® Windows XP (Sp3) or higher
- 100 MB available fixed-disk storage
- At least 128 MB working memory (512 MB recommended)

- Minimum display screen resolution (1024 x 768 pixels)
- 32 bit colour quality
- Free USB port

1.5 The STAEDTLER digital pen

1.5.1 Inserting / replacing a refill

Tweezers are recommended for removal of the refill!

Note!
Only D-format ballpoint pen refills (length 67 mm - diameter 2.35 mm) are suitable for the STAEDTLER digital pen!

Note!
The ballpoint pen refills are delivered with a protective gel plug fitted to the tip. If this is still present, it must be removed prior to insertion of the refill.

Removing a refill with the tweezers

1. Remove the pen cap from the STAEDTLER digital pen.
2. Apply the tweezers onto the refill of the STAEDTLER digital pen.
3. Grip the pen securely in one hand and pull the refill slowly from the casing.

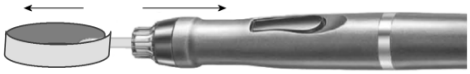


Fig. 2 Removing the refill with the tweezers

Removing a refill with the pen cap

The upper section of the pen cap can also be used as an extraction device.

1. Remove the pen cap from the STAEDTLER digital pen.
2. Place the refill in the middle of the extraction device. Grip the pen securely in one hand and apply pressure to the pen with the extraction device.

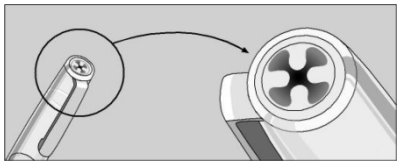


Fig. 3 Extraction device

Attention!
Under certain circumstances, the electronics inside the pen could sustain damage as a result of excess pressure being applied by the extraction device of the pen cap.

3. Remove the used refill.

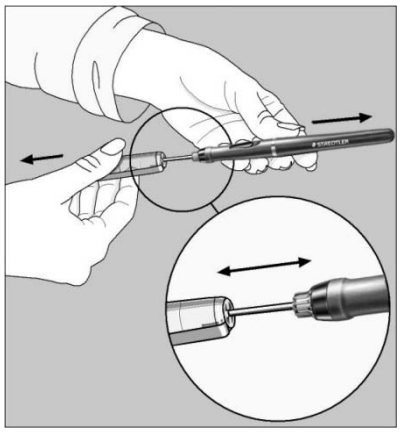


Fig. 4 Removing the refill

Inserting a refill

1. Insert the refill into the pen tip.

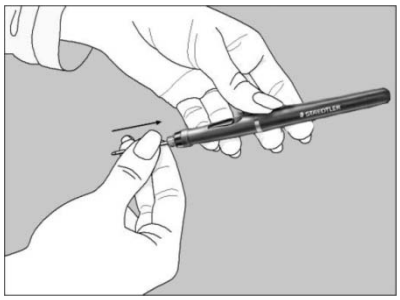


Fig. 5 Inserting the refill

2. Push the new refill down lightly with the fingers so that it sits snugly.

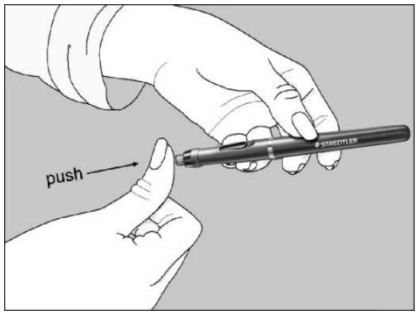


Fig. 6 Inserting the refill

Attention!
Under certain circumstances, the electronics inside the pen could sustain damage if the refill is pushed too hard!

1.5.2 Inserting / replacing the pen battery

1. Remove the cover of the battery compartment.
2. Insert two SR41 batteries with the positive poles (+) facing upwards.
3. Close the cover of the battery compartment.

Fig. 7 Replacing the battery

Attention!
Ensure correct polarity when inserting the batteries.

There is a risk of explosion if the replacement batteries are not of the required battery type. As the battery power for the pen begins to drain, the following symbol appears on the LCD display of the receiver:

Fig. 8 Battery symbol

Note!
This symbol is displayed for each new note. The application icon in the taskbar changes when the batteries are replaced.

Fig. 9 Application icon in the taskbar

1.6 The receiver

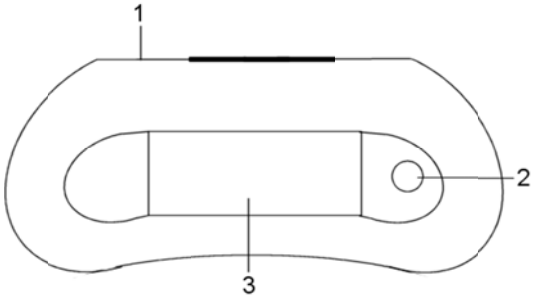
The STAEDTLER digital pen is a unique piece of equipment which records handwritten notes on regular paper, stores these notes to memory and then uploads them onto a computer.

It is possible to record and store up to 100 DIN A4 sides with the STAEDTLER digital pen.

The user can read the current page number, the battery charge status and the current operating mode on the LCD display.

A USB cable allows connection of the STAEDTLER digital pen to a PC whether at home or in the office. Upload stored notes onto your computer where they can then be subsequently managed.

1.6.1 Description of receiver



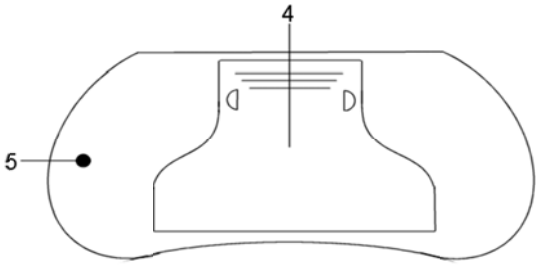


Fig. 10 Receiver

1 USB port

2 Function button

3 LCD display

4 Clip

5 RESET button

USB port
Allows connection to the PC by way of a USB cable.

Function button
In offline mode:
Press briefly to create a new note or to switch to a new page.

Hold pressed for approx. 5 seconds to switch the device on or off.

In online mode:
Press briefly to switch between mouse mode and note mode.

LCD display
All relevant information is provided on the display.

Clip
For attaching the receiver onto the paper.

RESET button
Initiates a reset of the receiver

Note!
Following a period of inactivity of approx. 60 minutes, the device will shut down automatically.

1.6.2 Resetting the device

A RESET button is located on the back of the receiver. This can be applied whenever the device fails to respond. To reset the receiver, insert a sharp implement into the opening circled in the drawing.

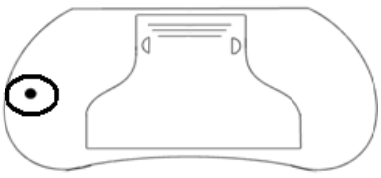
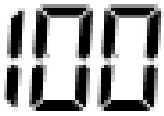


Fig. 11 RESET button

1.6.3 LCD display

The following symbols are represented on the LCD display, depending on the respective operating state.

Symbol	Meaning
	Receiver is connected to PC.
	The memory of the receiver is at least 90% full. Transfer your notes to the PC or delete the data.
	The pen batteries are running low and must be replaced.
	The battery in the receiver is running low and should be charged.
	The STAEDTLER digital pen is in note mode.
	The STAEDTLER digital pen is in mouse mode.
	Number of stored notes.

1.6.4 Charging the battery

The receiver features an internal rechargeable battery. No external battery is necessary. When the battery begins to run low, simply recharge the battery by connecting the receiver to your activated computer with the USB cable included in delivery.

The batteries will begin charging as soon as the device is connected to your functioning PC. The charge time totals approx. 3.5 hours.

Fully charged batteries have an operational life of approx. 15 hours.

1.6.5 Attaching the receiver to the paper

The following illustrations demonstrate the attachment position for your receiver.

Note!
For optimum results, it is recommended that the device be positioned centrally at the top!

In Windows Vista and higher, the central position at the top has been pre-set and cannot be changed.

It is recommended that your receiver be attached **centrally at the top** to attain optimum results:

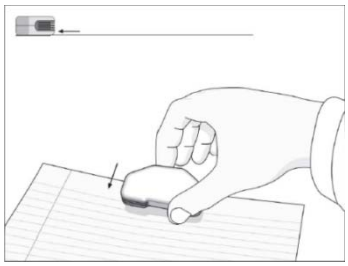


Fig. 12 Receiver positioned centrally at the top

Left-handers have the opportunity of attaching the receiver to the notepad **on the right at the top**:

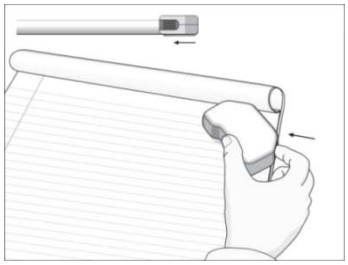


Fig. 13 Receiver positioned on the right

Right-handers can attach the receiver **on the left at the top**.

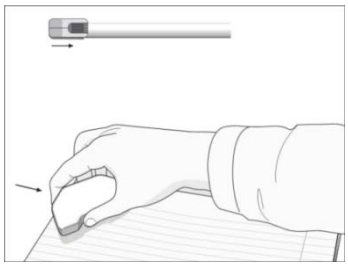


Fig. 14 Receiver positioned on the left

Note!
Do not block the signals being transmitted from the pen tip to the receiver.
Inclination of the STAEDTLER digital pen to the paper should be between 45° and 90° when writing.
Do not hold the pen as you would a paintbrush.

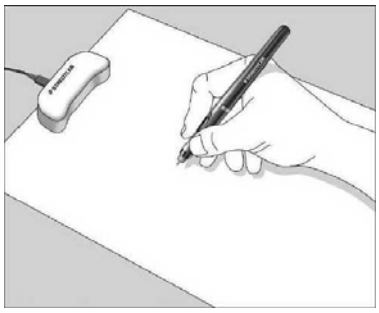


Fig. 15 Writing correctly

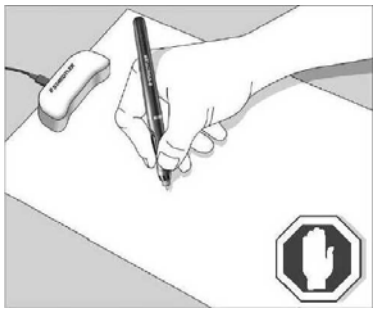


Fig. 16 Receiver obscured

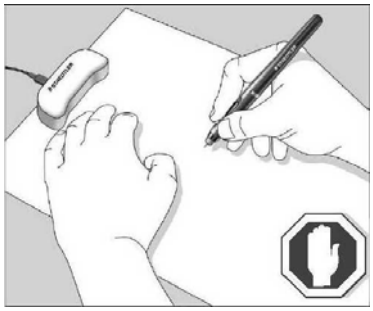


Fig. 17 Receiver obscured

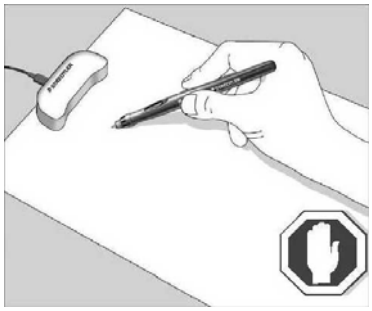


Fig. 18 Incorrect grip

1.6.6 Range of the receiver

The following illustrations demonstrate the range of your receiver.

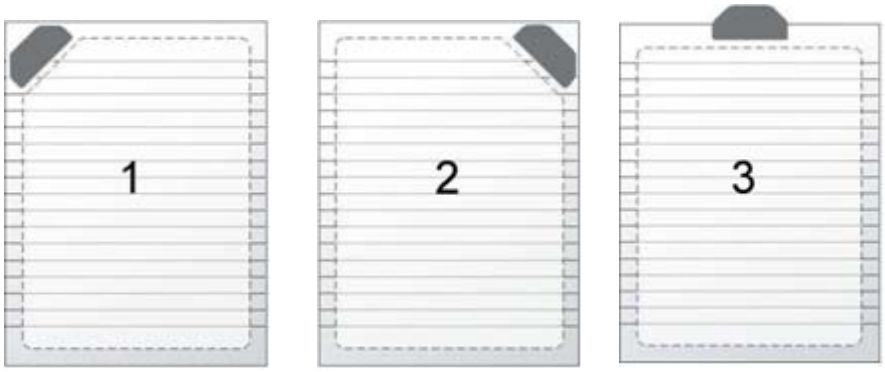


Fig. 19 Range of the receiver

1. Range of receiver when positioned on the left at the top.
2. Range of receiver when positioned on the right at the top.
3. Range of receiver when positioned centrally at the top.

Note!
The paper size is DIN-A4.
The dotted line indicates the range for each position.

1.6.7 Connection to the computer

Use the USB cable included in delivery to connect the receiver to your computer.

1. Insert the mini USB plug into the USB port of the receiver.
2. Insert the USB plug into a free USB port on your computer.

Once connection has been established to your PC, the following options become available:

- Uploading of notes from your receiver to the PC
- Working in online mode

Attention!
Do NOT move or tilt the receiver when in use. Attach to the edge of the paper as shown above. Moving or tilting the device can lead to inconsistent strokes of the pen or inaccurate drawings!

2 Installation for Windows (2 CDs)

2.1 System requirements

See chapter 1.4 System requirements

2.2 MyScript Studio Notes Edition

2.2.1 Installation of MyScript Studio Notes Edition and My Script Ink Retriever

1. Insert the installation CD into the CD-ROM drive.

The following window opens:

Setup - MyScript Studio Notes Edition
Welcome to the MyScript Studio Notes Edition Setup Wizard
This will install MyScript Studio Notes Edition 1.2 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
MyScript
Studio
Notes Edition
Next >
Cancel

Fig. 20 Installation assistant for MyScript Studio Notes Edition

Note!
The set-up application should start automatically. If not, start the application manually by activating the CD-ROM directly via the drive.

2. Click on *Next* to proceed.
3. Select the language from the pull-down menu in which the software is to be installed and click on *Next*.
4. Read through the licensing agreement. Select the *I accept the agreement* option and click on *Next*.

Note!
If you do not accept the license agreement, it will not be possible to install the software.

5. Click on *Next* to install the software in the folder indicated. Click on *Search* to select an alternative folder for installation.

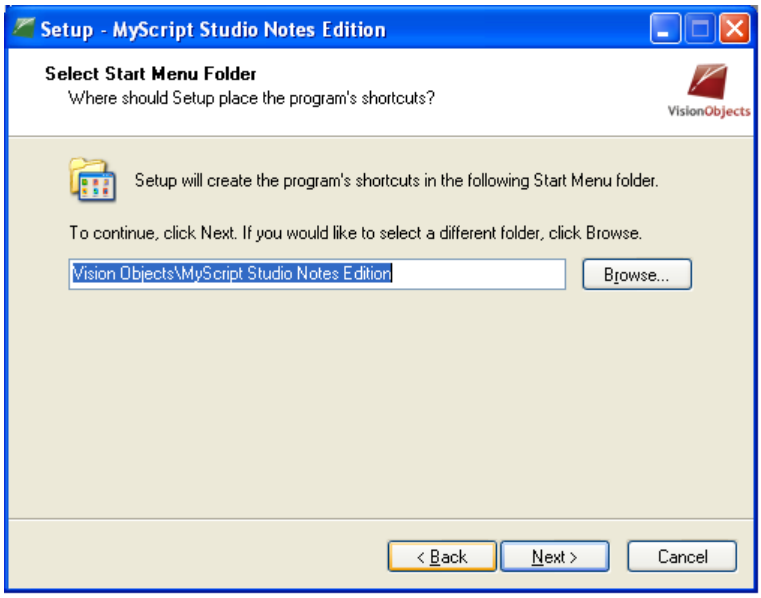

Setup - MyScript Studio Notes Edition
Select Start Menu Folder
Where should Setup place the program's shortcuts?
VisionObjects
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Vision Objects\MyScript Studio Notes Edition
Browse...
< Back
Next >
Cancel

Fig. 21 Defining the folder for installation

6. Tick the *Create desktop icon* option should you wish to create an icon on your desktop. Then click on *Next*.

7. Click on the *Back* button to review or to change your settings. Click on the *Install* button to start installation of the software.

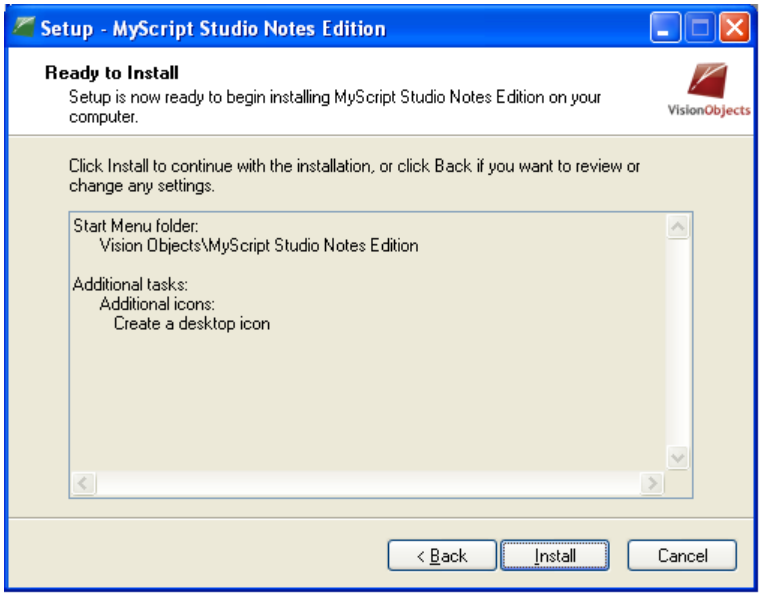

Setup - MyScript Studio Notes Edition
Ready to Install
Setup is now ready to begin installing MyScript Studio Notes Edition on your computer.
VisionObjects
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Start Menu folder:
Vision Objects\MyScript Studio Notes Edition
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

Fig. 22 Starting installation

Windows will now initiate installation. After a few seconds the set-up window appears for the integrated *My Script Ink Retriever* software:

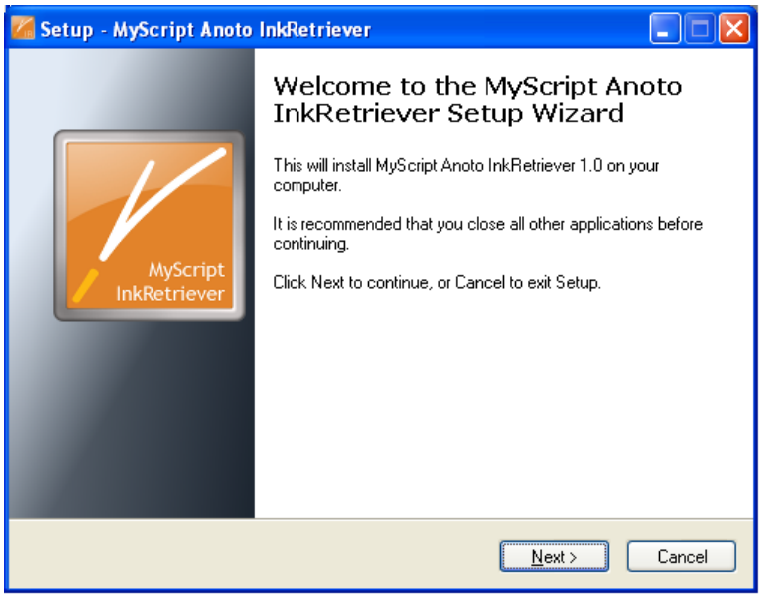

Setup - MyScript Anoto InkRetriever
Welcome to the MyScript Anoto InkRetriever Setup Wizard
This will install MyScript Anoto InkRetriever 1.0 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
MyScript InkRetriever
Next >
Cancel

Fig. 23 Set-up Assistant for My Script Ink Retriever

8. Close all active applications other than the installation and then click on *Next*.
9. Read through the licensing agreement. Select the *I accept the agreement* option and click on *Next*.

Note!
If you do not accept the license agreement, it will not be possible to install the software.

10. Click on *Finish* to conclude the installation.

Configuring My Script Ink Retriever

Upon installation of the software, the following window appears on your display screen:

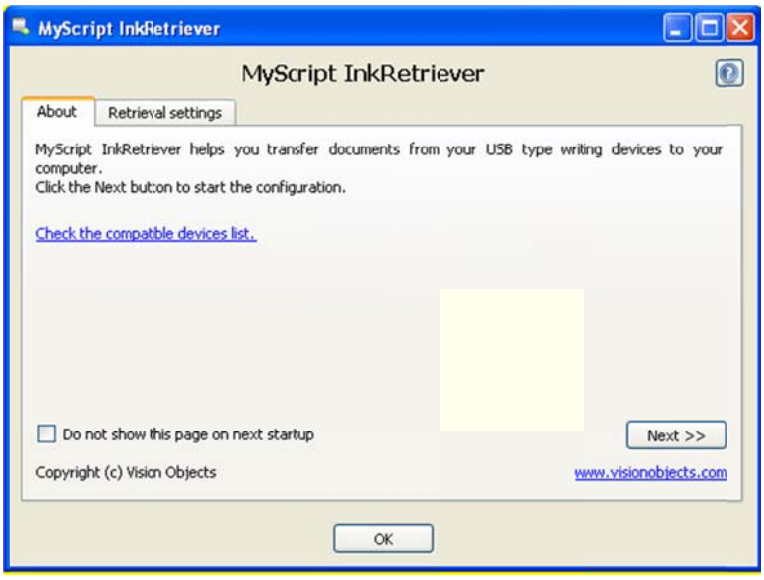

MyScript InkRetriever
MyScript InkRetriever
About
Retrieval settings
MyScript InkRetriever helps you transfer documents from your USB type writing devices to your computer.
Click the Next button to start the configuration.
Check the compatible devices list.
Do not show this page on next startup
Next >>
Copyright (c) Vision Objects
www.visionobjects.com
OK

Fig. 24 Dialogue box following installation

1. Perform the settings in compliance with the instructions in chapter 5.1 Configuring the upload settings.

The software must now be activated.

2.2.2 Activating MyScript Studio Notes Edition

Automatic activation

1. Establish connection to the Internet.
2. Open the MyScript Studio Notes Edition program via the desktop icon or via the Start menu. The following window appears:

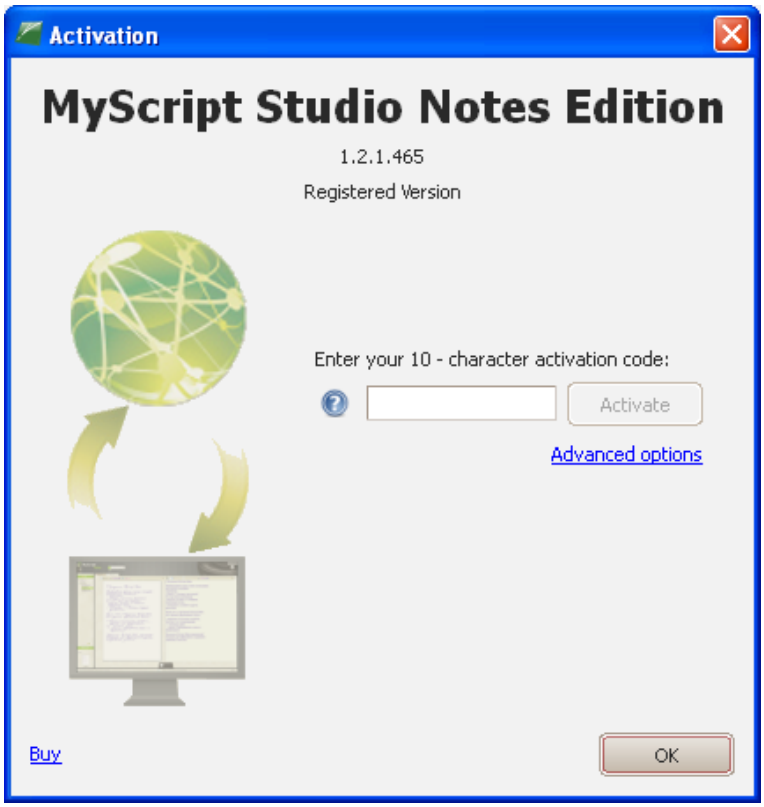


Fig. 25 Activation of MyScript Studio Notes Edition

3. Enter the activation code in the field.

Note!
The activation code can be obtained from the software CD.

4. To activate the application, click on the *Activate* button.

If the process has been completed successfully, your program is now active.

Note!
No confidential information is sent!

If activation cannot be done directly through the Internet, an error message appears. You can then activate software manually.

Manual activation

1. Click on the *Manual activation* button in the error message which appears. A page with instructions opens.

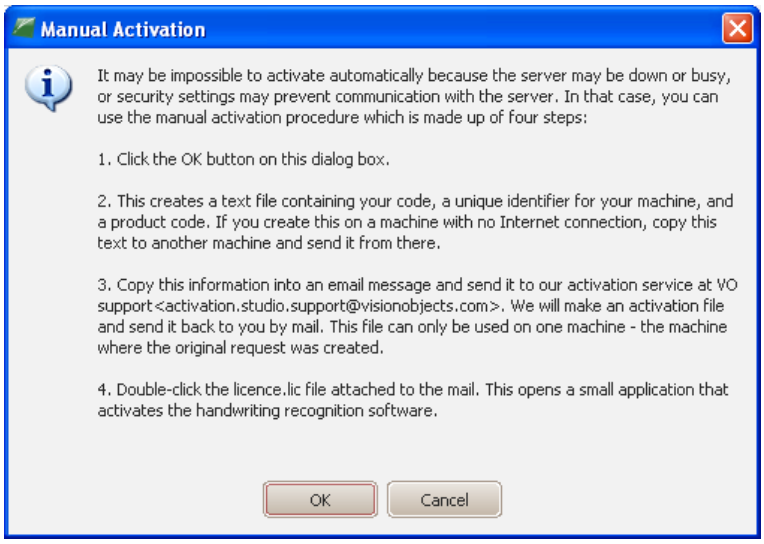

Manual Activation
It may be impossible to activate automatically because the server may be down or busy, or security settings may prevent communication with the server. In that case, you can use the manual activation procedure which is made up of four steps:
1. Click the OK button on this dialog box.
2. This creates a text file containing your code, a unique identifier for your machine, and a product code. If you create this on a machine with no Internet connection, copy this text to another machine and send it from there.
3. Copy this information into an email message and send it to our activation service at VO support<activation.studio.support@visionobjects.com>. We will make an activation file and send it back to you by mail. This file can only be used on one machine - the machine where the original request was created.
4. Double-click the licence.lic file attached to the mail. This opens a small application that activates the handwriting recognition software.
OK
Cancel

Fig. 26 Requesting the registration file

2. Read the instructions carefully and then click on *OK*.

All relevant data for activating the program is summarised in the following dialogue box.

Copy the entire text into an e-mail and send it to this address: **activation.studio.support@visionobjects.com**.

Note!
No confidential information is sent!

You will be sent an e-mail with the *license.licvo* program as an attachment.

3. Activate this program by double clicking.

Your program is now activated.

Note!
If you would like to activate this on a computer without Internet, you can copy the text file from a computer which has Internet and send it to us.

Note!
If the process does not work properly, click on this button . You can reach the start page by clicking on MyScript Support *your browser. You can create your query here in the help forum.*

2.3 Mobile Note Taker (Note Manager)

2.3.1 Installing Mobile Note Taker

1. Insert the installation CD into the CD-ROM drive.

The following window opens:

Fig. 27 Selecting the language

Note!
The set-up application should start automatically. If not, start the application manually by activating the CD-ROM directly via the drive.

2. Select the language in which software should be installed.
3. Click on *Next* in the following dialogue box to perform the installation settings.
4. Click on *Change* to select an alternative folder for installation or click on *Next* to install the software in the folder indicated.

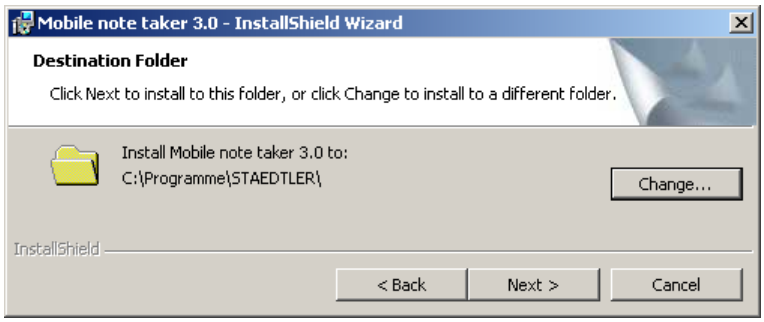

Mobile note taker 3.0 - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install Mobile note taker 3.0 to:
C:\Programme\STAEDTLER\
Change...
InstallShield
< Back
Next >
Cancel

Fig. 28 Selecting folder for installation

5. Select the *Back* button to change your settings or click on *Install* to begin installation.
6. Click on the *Finish* button to conclude installation.

Note!
If you are starting the application for the first time following the installation process, a new folder with the name My Notes is created in the My Documents directory. All of your notes are stored in this directory. If no My Documents directory exists, the installation application creates a new My Documents folder on your hard drive.

De-installing, upgrading or re-installing of the software will not cause the notes in this directory to be deleted.

3 Installation for MAC (2 CDs)

3.1 MyScript Studio Notes Edition

3.1.1 Installation of MyScript Studio Notes Edition and My Script Ink Retriever

1. Insert the installation CD into the CD-ROM drive.
2. Unpack the MyScriptStudioNotesEdition-1.2.1-en_EN-OEM-Installer.zip file by double clicking.
3. The *MyScriptStudioNotesEdition-Installer* folder and the corresponding *MyScriptStudioNotesEdition.mpkg* installation file can be obtained under *Downloads*. Open these files by double clicking.

The following window appears:

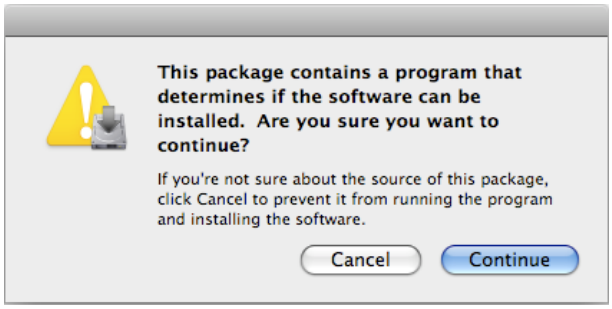

This package contains a program that determines if the software can be installed. Are you sure you want to continue?
If you're not sure about the source of this package, click Cancel to prevent it from running the program and installing the software.
Cancel
Continue

Fig. 29 Note on safety

4. Click on Continue. The installation assistant opens.

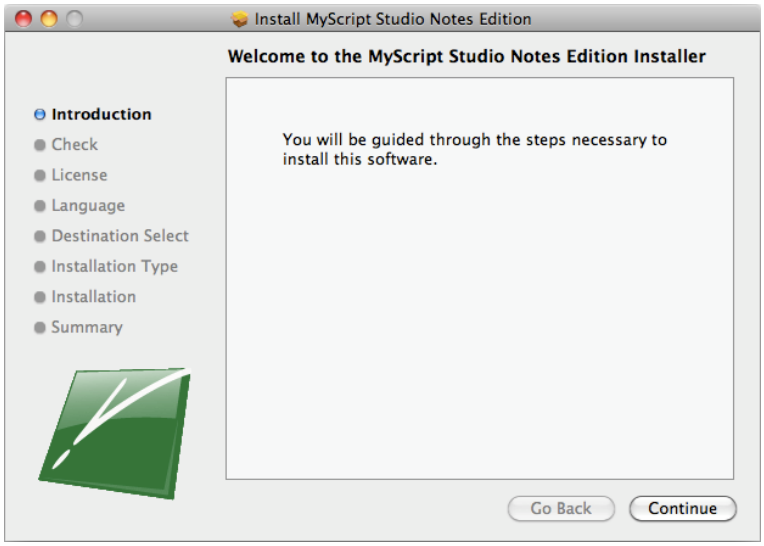


Fig. 30 Installation assistant for MyScript Studio Notes Edition

Note!
The set-up application does not start automatically. Start the application manually by activating the CD-Rom directly via the drive.

5. Click repeatedly on *Continue*.

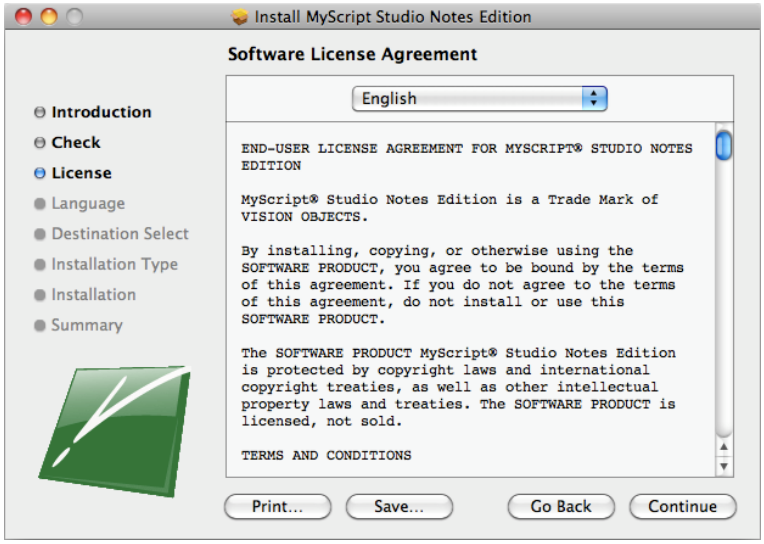

Install MyScript Studio Notes Edition
Software License Agreement
Introduction
Check
License
Language
Destination Select
Installation Type
Installation
Summary
English
END-USER LICENSE AGREEMENT FOR MYSCRIPT® STUDIO NOTES EDITION
MyScript® Studio Notes Edition is a Trade Mark of VISION OBJECTS.
By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this agreement. If you do not agree to the terms of this agreement, do not install or use this SOFTWARE PRODUCT.
The SOFTWARE PRODUCT MyScript® Studio Notes Edition is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold.
TERMS AND CONDITIONS
Print...
Save...
Go Back
Continue

Fig. 31 Software Licence Agreement for MyScript Studio Notes Edition

6. Read through the license agreement and click on *Accept*.

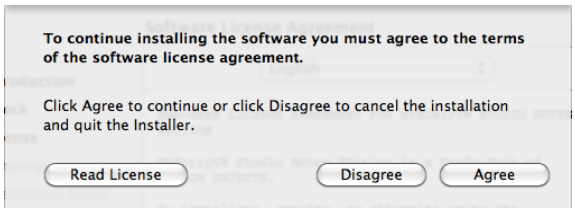

To continue installing the software you must agree to the terms of the software license agreement.
Click Agree to continue or click Disagree to cancel the installation and quit the Installer.
Read License
Disagree
Agree

Fig. 32 Software Licence Agreement for MyScript Studio Notes Edition

Note!
If you do not accept the license agreement, it will not be possible to install the software.

7. Select the language in which the software should be installed from the pull-down menu. Then click on *Continue*.

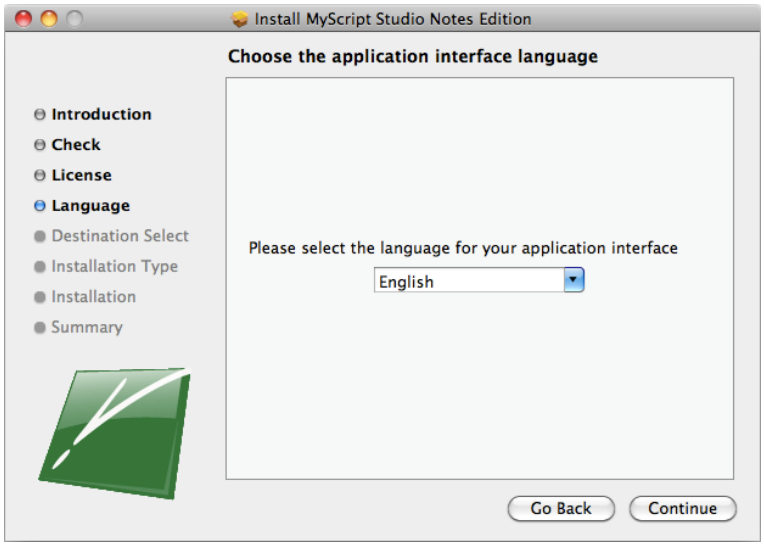


Fig. 33 Language for MyScript Studio Notes Edition

8. Click on the hard drive icon and then click on *Continue*.

Fig. 34 Defining the installation location

9. Click on *Install*.

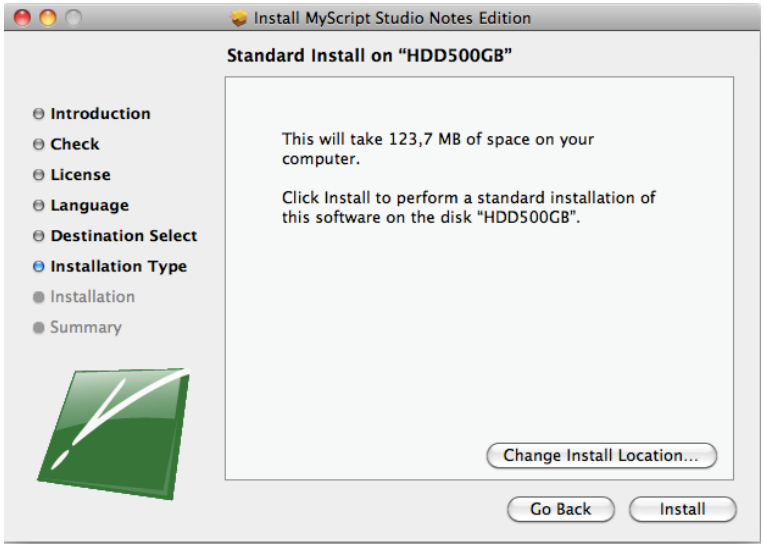


Fig. 35 Starting installation

10. Enter your user name and your password and click on *OK.*

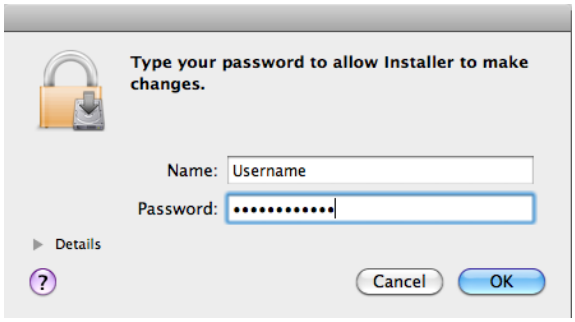


Fig. 36 Security question

11. Then click on Continue.

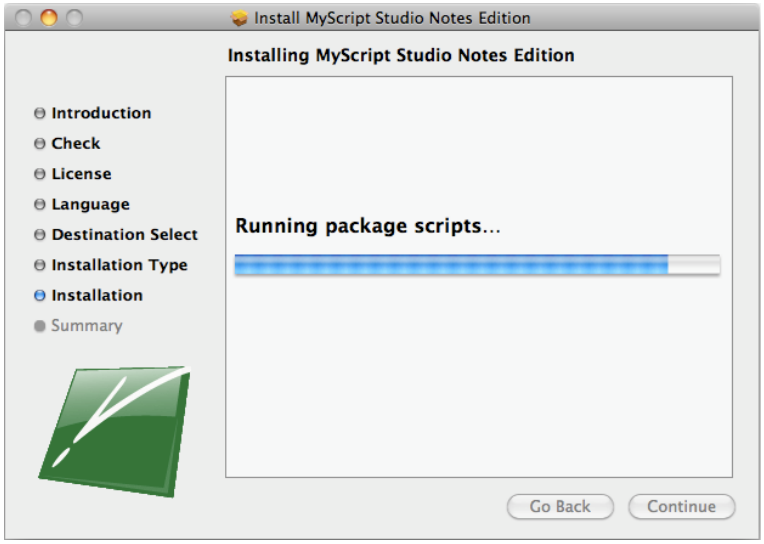


Fig. 37 Installation package scripts

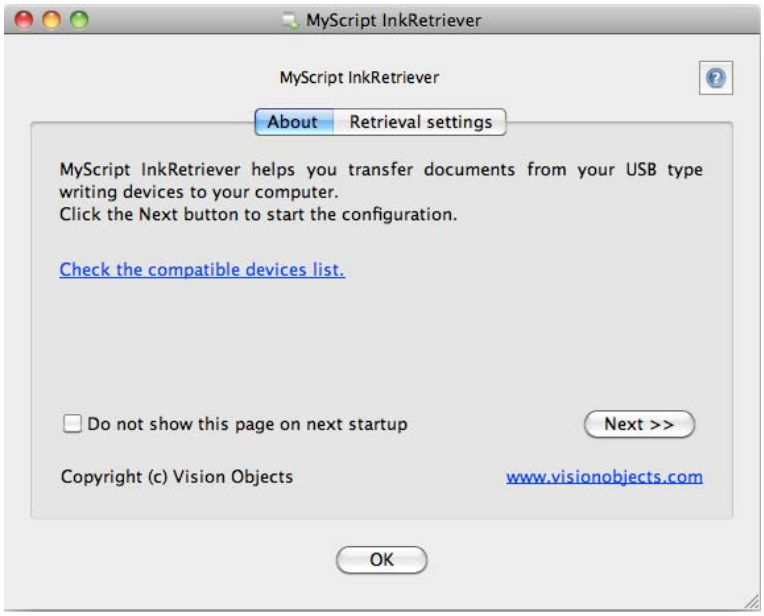

MyScript InkRetriever
MyScript InkRetriever
About
Retrieval settings
MyScript InkRetriever helps you transfer documents from your USB type writing devices to your computer.
Click the Next button to start the configuration.
Check the compatible devices list.
Do not show this page on next startup
Next >>
Copyright (c) Vision Objects
www.visionobjects.com
OK

Fig. 38 Driver software My Script Ink Retriever

12. Installation concluded successfully

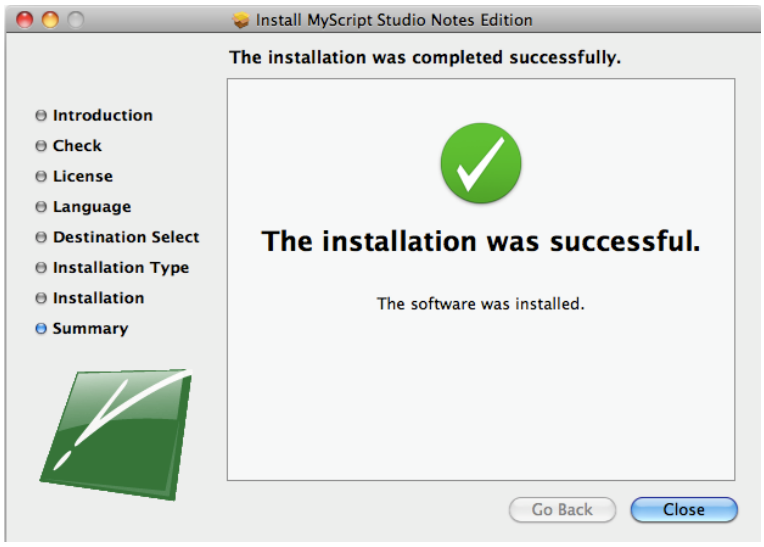


Fig. 39 Installation concluded

3.1.2 Activating MyScript Studio Notes Edition

Automatic activation

1. Establish connection to the Internet.
2. Open the MyScript Studio Notes Edition program via the desktop icon or via the Start menu. The following window appears:

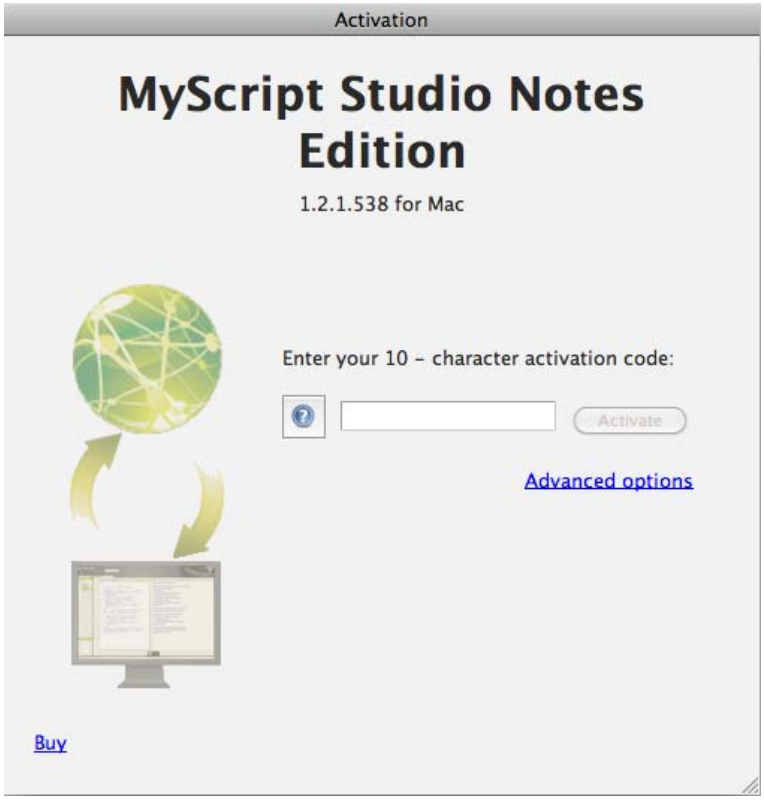


Fig. 40 Activation of MyScript Studio Notes Edition

3. Enter the activation code in the field.

Note!
The activation code can be obtained from the software CD.

4. To activate the application, click on the *Activate* button.

If the process has been completed successfully, your program is now active.

Note!
No confidential information is sent!

If activation cannot be done directly through the Internet, an error message appears. You can then activate software manually.

Manual activation

1. Click on the *Manual activation* button in the error message which appears. A page with instructions opens.

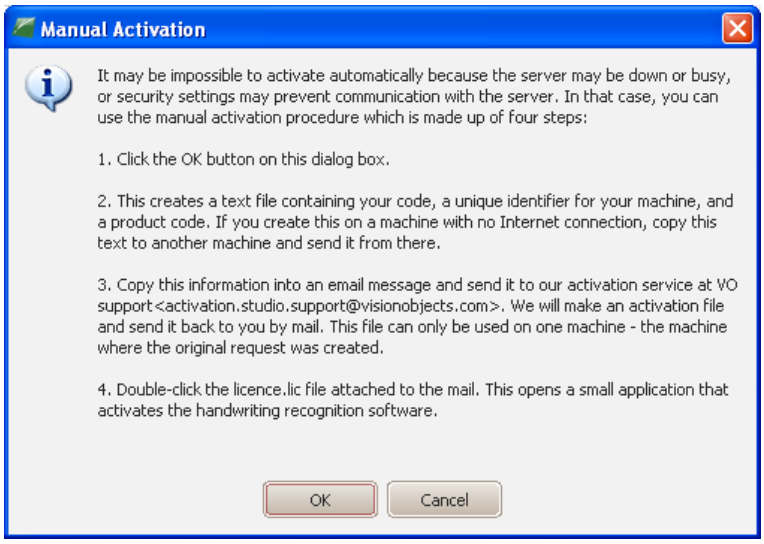

Manual Activation
It may be impossible to activate automatically because the server may be down or busy, or security settings may prevent communication with the server. In that case, you can use the manual activation procedure which is made up of four steps:
1. Click the OK button on this dialog box.
2. This creates a text file containing your code, a unique identifier for your machine, and a product code. If you create this on a machine with no Internet connection, copy this text to another machine and send it from there.
3. Copy this information into an email message and send it to our activation service at VO support <activation.studio.support@visionobjects.com>. We will make an activation file and send it back to you by mail. This file can only be used on one machine - the machine where the original request was created.
4. Double-click the licence.lic file attached to the mail. This opens a small application that activates the handwriting recognition software.
OK
Cancel

Fig. 41 Requesting the registration file

2. Read the instructions carefully and then click on *OK*.

All relevant data for activating the program is summarised in the following dialogue box.

Copy the entire text into an e-mail and send it to this address: **activation.studio.support@visionobjects.com**.

Note!
No confidential information is sent!

You will be sent an e-mail with the *license.licvo* program as an attachment.

3. Activate this program by double clicking.

Your program is now activated.

Note!
If you would like to activate this on a computer without Internet, you can copy the text file from a computer which has Internet and send it to us.

Note!
If the process does not work properly, click on this button . You can reach the start page by clicking on MyScript Support *your browser. You can create your query here in the help forum.*

3.2 Note Taker (Note Manager)

3.2.1 Installing Note Taker

1. Insert the installation CD into the CD-ROM drive.
2. Initiate installation of the Note Taker by double clicking on the Note Taker.pkg file.

The following window opens:

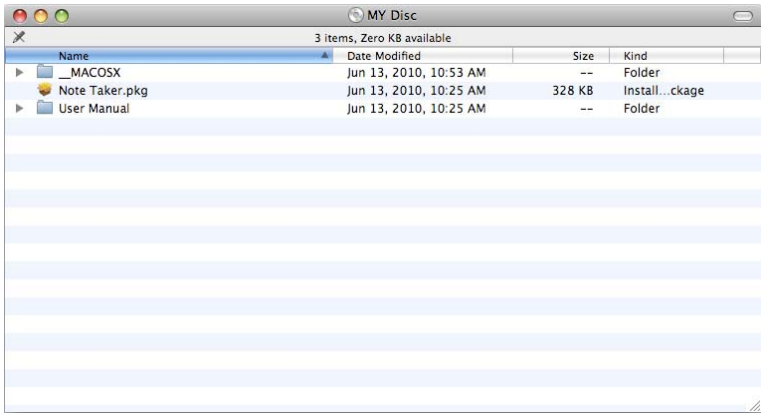


Fig. 42 Directory

3. Click on *Continue* in the following dialogue box to perform the installation settings.

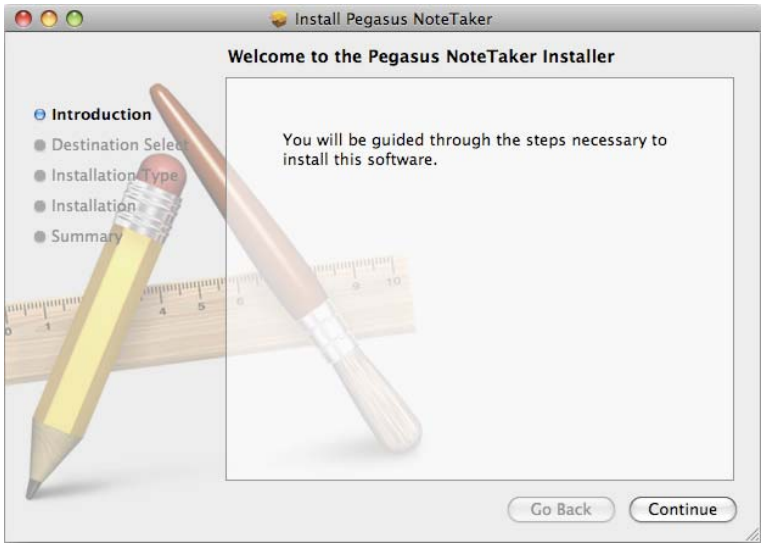


Fig. 43 Installation

4. Select a target drive and click on *Continue*.

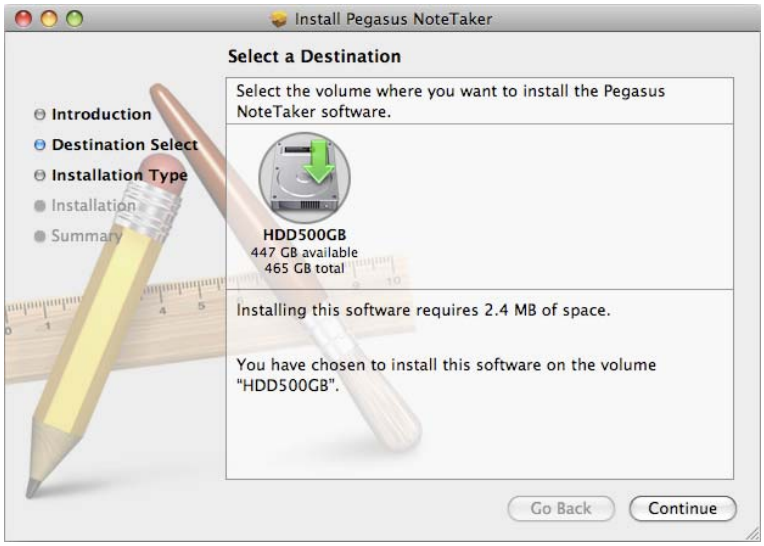


Fig. 44 Target drive

5. Click on *Install* to install the software.

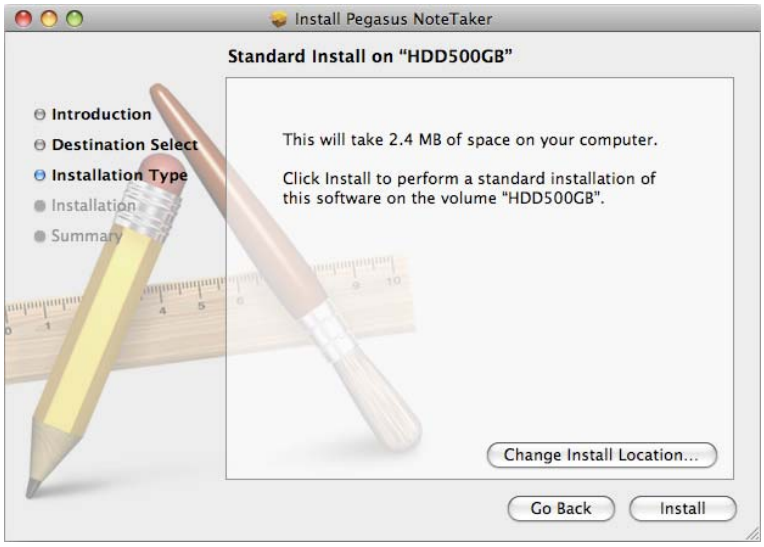


Fig. 45 Installation

6. It is possible following installation to change the destination path by clicking on *Change location for installation…* and then specifying the new destination path.

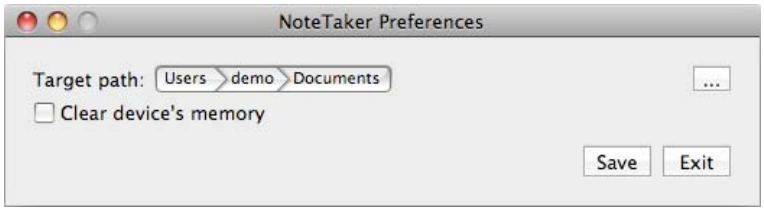


Fig. 46 Destination path

Note!
De-installing, upgrading or re-installing of the software will not cause the notes in this directory to be deleted.

4 Creating notes

The STAEDTLER digital pen offers two operating modes to create handwritten notes and sketches. The offline mode and the online mode.

Note!
Before commencing operation with the STAEDTLER digital pen, ensure that the pen is equipped with a refill and batteries.

The mouse button on the pen casing does NOT have to be pressed during the writing process. This is only required for mouse functions.

For optimum, flawless operation, we recommend using a smooth and sturdy underlay!

4.1 Offline mode

The offline mode allows you to record and store important notes in meetings, conferences or lectures.

1. Hold the function button on the receiver pressed for approx. 5 seconds to switch on the device.
2. Open the clip on the back and attach the receiver to the paper.

Note!
If working with operating system Windows Vista or higher, attach the receiver centrally at the top. Selection of the attachment function is not supported here!

3. Take the digital pen and commence writing.

Fig. 47 Writing in offline mode

Note!
Grip the pen in such a way that the signals transmitted from the pen tip to the receiver do not become blocked.

4. Once you have finished writing your note, press the function button briefly to store the current page and / or to begin a new page. Following storage, the display screen of the receiver indicates that the number of pages has increased by one.

All notes are stored in the receiver. These notes can be uploaded onto your PC for viewing, for editing or for sending via e-mail (see chap. 4.3 Uploading notes onto the computer).

4.2 Online mode

In online mode, it is possible to upload notes onto your PC from the receiver, write notes or to create sketches using the digital pen.

Moreover, the STAEDTLER digital pen can be used as a mouse in online mode. Special functions which can only be used in online mode are also available. These functions are described in detail in the following sections.

Before connecting the device to your PC, ensure that the software included in delivery (MyScript Studio Notes Edition and Mobile Note Taker) is installed. Launch this software.

Note!
Installation of the software included in delivery "Mobile Note Taker" is a minimum requirement for implementation of the Online function.

Fig. 48 Writing in online mode

Note!
We highly recommend placing the STAEDTLER digital pen in the position represented when not in use to prevent any disturbance with the mouse.

Fig. 49 STAEDTLER digital pen when not in use

If the pen remains inactive, the receiver shuts down automatically after approx. 60 minutes. Your note, however, will be stored.

Push the button on the receiver to quit power saving mode.

Attention!
Do not connect more than one receiver at any given time. The devices could interfere with one another.

4.2.1 Functions of the STAEDTLER digital pens

The digital pen supports a note mode and a mouse mode.

The standard mode can be set in 2 different ways:

- With initial start of the Mobile Note Taker application or

- via the Mobile Note Taker *Configuration* menu ("set digital note mode").

When in use, it is possible to alternate the respective mode between different types:

- Press the function button briefly on the receiver.
- Right-click on the Mobile Note Taker taskbar icon.
- Tap on the virtual area with your pen.

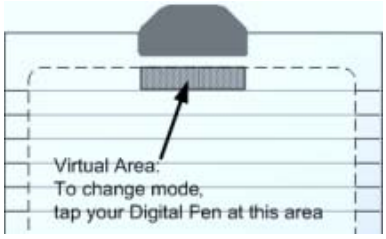


Fig. 50 Virtual area

Note!
Following each mode change, a speech bubble with information regarding the current mode appears and the affiliated LED lights up.

MAC information

Changeover between the different modes results automatically for the MAC. The mouse mode becomes active as soon as the cursor is drawn over a menu. If writing is initiated over a "free" field on the desktop, an ink well window displaying the text is opened automatically. This text is converted automatically and inserted into an active text field of an application document (e.g. Indesign).

Note mode

Note mode allows the entry of sketches and notes to be observed simultaneously on the display screen.

As soon as you write or sketch something with your digital pen, a virtual note sheet appears on your display screen.

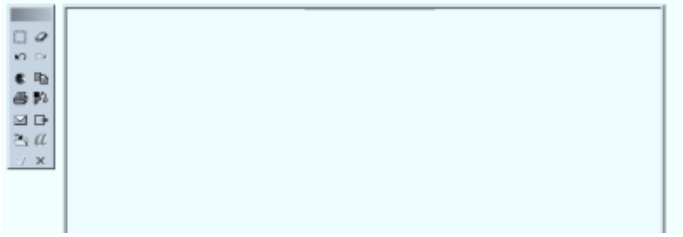


Fig. 51 Note window

This note sheet replicates anything which is written on actual paper attached to the receiver. The note window toolbar allows you to execute various basic functions such as storage, editing, sending via e-mail or the copying of notes.

Once the notes have been stored, they can be subsequently edited in the Note Manager.

Note!

Ensure that the line of sight between pen and receiver does not become blocked during the writing process. The digital pen will not function correctly if the line of sight is not clear.

Mouse mode

In mouse mode, the STAEDTLER digital pen behaves like a regular mouse.

To initiate the cursor function, press the button on the side of the STAEDTLER digital pen or tap lightly on the paper with the pen. The pen will now function as a cursor for approx. 30 seconds.

Note!

Mouse mode starts as soon as the mouse button on the pen is pressed briefly. It is not necessary to press the button for an extended period of time!

Move the pen across the paper to move the cursor.

- To click on an object, point the cursor at the respective icon and tap on the paper with the pen or press the button on the side of the pen.
- To double-click, point the cursor at the target object and tap twice on the paper with the pen or press the button on the side of the pen twice.
- To perform a right-click, point the cursor at the object and hold the pen tip pressed on the paper. Alternatively, press the button on the side of the pen for approx. 2 seconds. A special "Right-click cursor" appears.

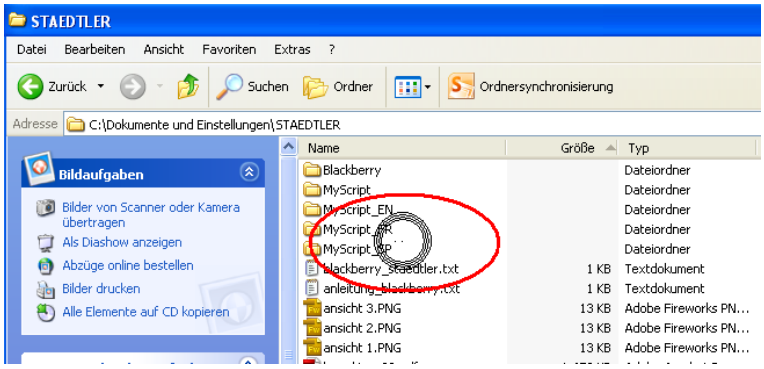


Fig. 52 Right-click cursor

Lift the pen tip from the paper. The regular "Right-click menu" appears and the desired function can be selected.

4.2.2 Using the STAEDTLER digital pen in Windows Vista Ink applications

The STAEDTLER digital pen allows the utilisation of Windows Vista Ink applications such as Journal or Short notes, for example, or to add Ink-notes in Office 2007 applications.

Note!
The receiver of the STAEDTLER digital pen must be connected to the PC in order to be able to execute these functions.

Using the STAEDTLER digital pen in Journal

1. Select the mouse mode.
2. Start up Windows Journal.
3. Begin writing on the paper while at the same time observing the display screen.
4. Various functions such as *Highlight text with Lasso* or *Recognition* can be utilised here. Furthermore, you also have the opportunity to delete or highlight text etc.

Using the STAEDTLER digital pen in MS Word 2007

1. Open a Microsoft Word 2007 document.
2. Click on *Start freehand input* in the *Check* menu.
3. Select the red pen from the writing instrument toolbar. Various ink options now become available to you. It is possible for example to write or to provide pieces with comments.
4. Click on the blue pen on the yellow note in the writing implement toolbar (ink comment). A speech bubble opens on the right-hand side which can be used for your handwritten comments.

Using the Tablet PC entry field in Office applications (available for Windows Vista and higher)

A tablet PC entry field is featured in every Office application on the left-hand pane of the display screen. Only the edge is visible.

1. Tap on the edge of the tablet PC entry field. It now appears fully on the display screen.
2. Write some sentences or individual letters. Your handwriting is recognised automatically: word for word or letter for letter.

Note!
In the event that the mouse ceases to respond, tap the pen once on the paper. This will awaken the program from sleep mode.

4.3 Uploading notes onto the computer

Your notes can be uploaded from the receiver onto the PC in online mode using the software. Ensure beforehand that the software is installed and that your receiver is connected to the USB port of your PC with the affiliated USB cable.

The following symbol appears on the LCD of your receiver throughout the USB connection.

Fig. 53 USB connection

4.3.1 Uploading notes with MyScript Studio Notes Edition

See chapter 5.1 Configuring the upload settings

4.3.2 Uploading notes with Mobile Note Taker

See chapter 6.3 Uploading notes onto the PC

5 Editing notes with MyScript Studio Notes Edition

MyScript Studio Notes Edition is a fully-digital note suite which allows you complete freedom as regards your handwritten notes.

Additionally, Mobile Note Taker can be used to export your notes to the MyScript Studio Notes Edition character recognition engine.

This software allows you to:

- View, manage and highlight your notes,
- Search text in your original note files,
- Convert your handwriting, shapes and tables in digital text with outstanding accuracy,
- Edit converted digital text directly in the program window,
- Send the final results to Microsoft Word or other text editing programs in a text file or to your standard e-mail application.

5.1 Configuring the upload settings

The ink retrieval settings are displayed the first time the MyScript Studio Notes Edition application is activated and then each time Windows is started. The latter only applies, however, if the *Do not show this page on next start-up* option remains deactivated.

If the program window for configuring the note import is not opened automatically, you have the option of opening it manually.

1. Open the menu of the My Script Ink Retriever by right-clicking on the toolbar icon .
2. Select the *Configure* option.

5.1.1 "About" tab

Click on the link *Checking the list for compatible devices* in the *About* tab in dialogue box *My Script Ink Retriever* to obtain a list of supported devices.

Select the *Do not display this page upon next start-up* option if the dialogue box should not be opened upon next start-up of the MyScript Studio Notes Edition software.

MyScript InkRetriever
MyScript InkRetriever
About
Retrieval settings
MyScript InkRetriever helps you transfer documents from your USB type writing devices to your computer.
Click the Next button to start the configuration.
Check the compatible devices list.
Do not show this page on next startup
Next >>
Copyright (c) Vision Objects
www.visionobjects.com
OK

Fig. 54 Ink retrieval settings dialogue box (About tab)

5.1.2 "Retrieval settings" tab

Select the folder in the *Retrieval settings* tab into which the notes from your receiver are to be stored.

1. Click on *Browse* to select a folder.
2. Next, you must decide how the files are to be downloaded.

- Choose whether all files featuring identical names within the folder are to be overwritten.
- Choose whether the notes are to be retained on the device or whether you would like to delete the device memory after downloading.
- Choose whether MyScript Studio Notes Edition is to search through and check each connected USB device for the presence of "digital inks".

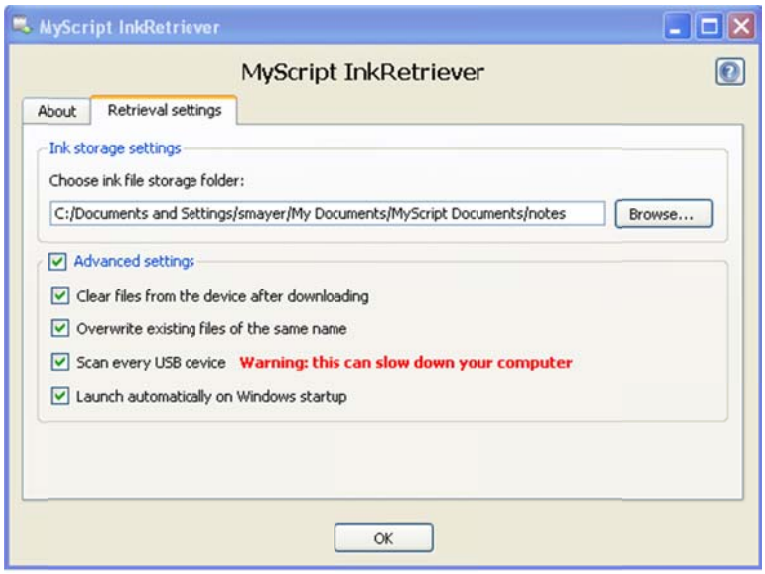


Fig. 55 Retrieval settings dialogue box

Note!
If this option is activated, all new USB devices are searched. This process can take some considerable time when searching devices featuring greater capacities.

We recommend that the *Start automatically on start-up of Windows* option remains activated in order that file monitoring can be initiated without intervention.

5.2 Preferences

It is possible to define preferences which will influence standard application characteristics for certain elements.

To open the *Preferences* dialogue box, click on the button.

5.2.1 "General" tab

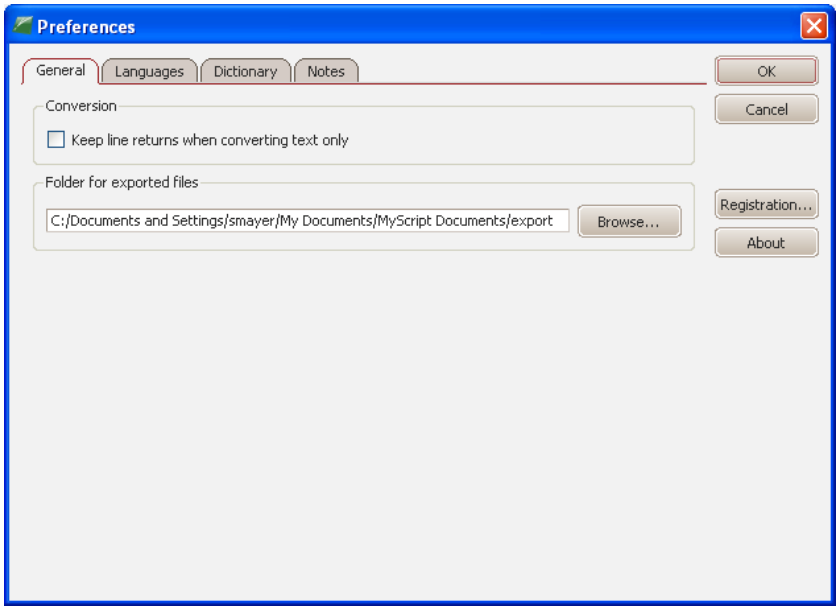


Fig. 56 Preferences dialogue box (General tab)

- Should you wish to retain fixed lines with the original line breaks within your handwritten text, activate the *Keep line returns when converting text only* option. This option only applies to segments featuring text only conversions (no shapes or drawings).
- You can specify the respective location in which all converted files are stored following export. Enter the file path in the *Folder for exported files* segment or click on the *Browse* button to select a folder.

5.2.2 "Languages" tab

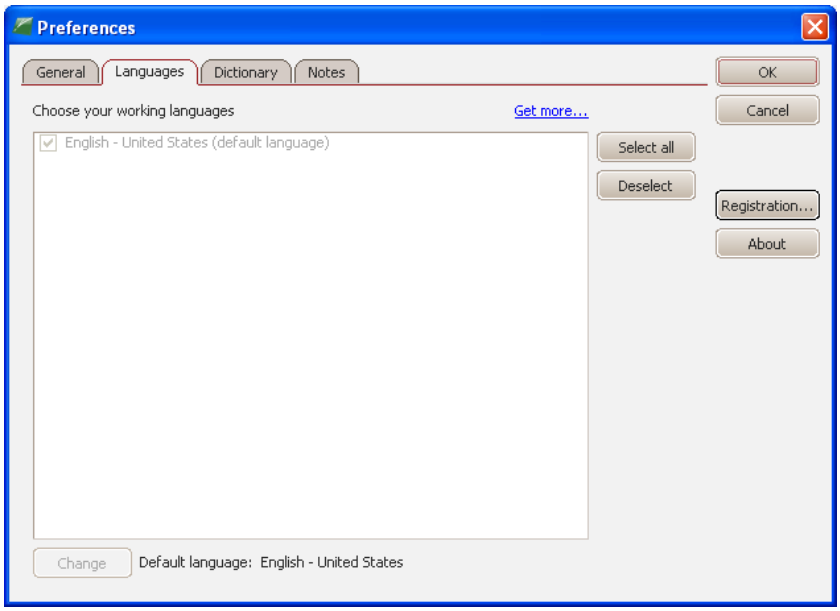


Fig. 57 Preferences dialogue box (Languages tab)

- Select the language required for you to work within the program.
- Use the *Select all* and *Deselect* buttons wherever the list is too long.
- In the event that you would like to change the standard language being used for the search and recognition, select the respective language from the list and then click on the *Change* button.

Note!
Click on the Get more link to obtain additional languages.

5.2.3 "Notes" tab

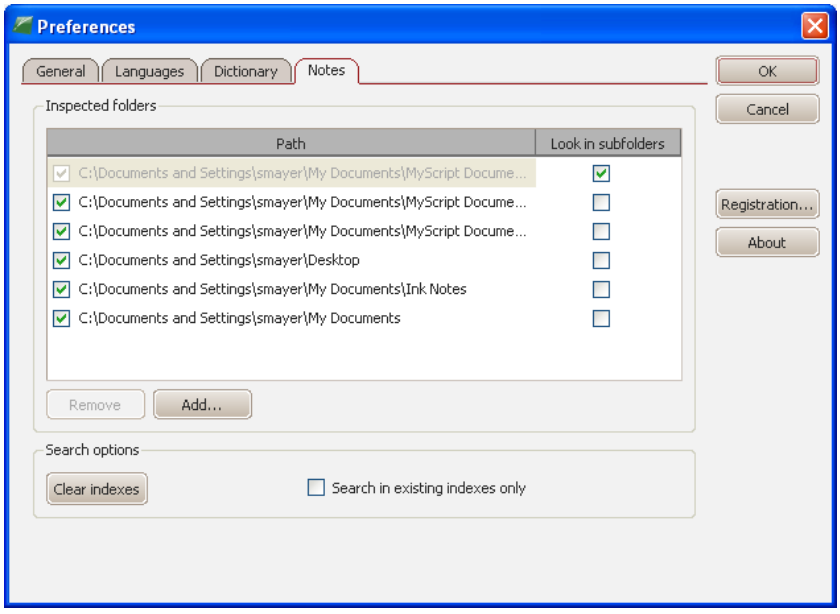


Fig. 58 Preferences dialogue box (Notes tab)

For the note management functions, your MyScript Studio Notes Edition inspects certain folders and automatically inserts new notes displayed in these defined note folders.

- Click on the *Add* button to select a folder in which any handwritten documents are to be stored.
- To temporarily halt inspection of a folder, it can simply be deactivated. To remove the folder permanently from the list, click on the folder and select the *Remove* button.
- Select the *Look in sub-folders* option to incorporate the content of other sub-folders into your defined note folders.
- Select the *Search in existing indexes only* option if you have recently filed a large amount of newly handwritten notes on your disk but would now like to search through previously existing documents only.

Note!
During this search, new documents which would normally be included for a regular search are ignored. Indexing, which could potentially take some considerable time, continues running in the background: this option is practical in cases where you do not have the time to wait for the indexing of new notes.

- Once all changes have been made, click on *OK* to confirm your changes.

5.3 User interface

5.3.1 Window

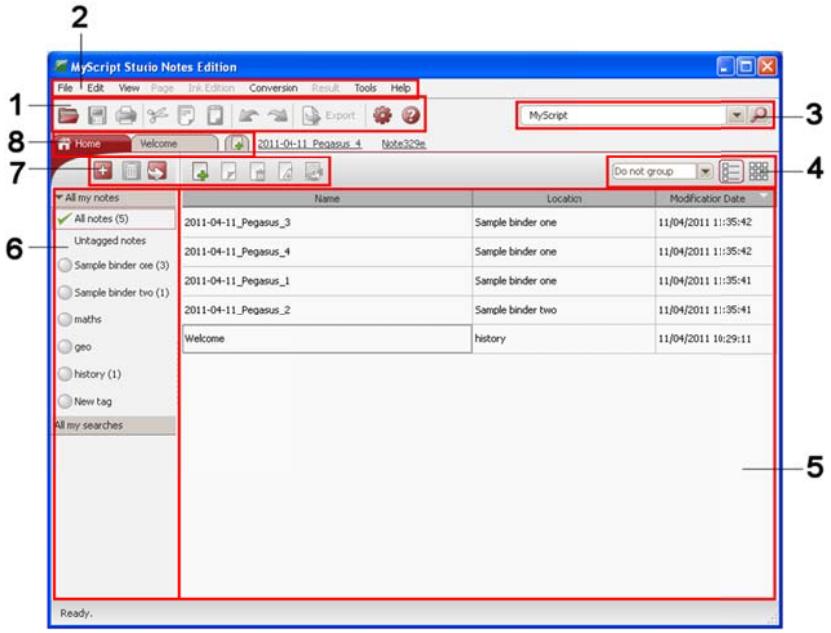


Fig. 59 User interface

General:
In MyScript Studio Notes Edition, a tab window view is used. The start page, notes, search results, etc. are each displayed in a tab (8).

Functions for general actions and opening of the preferences are provided in the standard toolbar (1).

Functions, conversion settings and actions can be selected in the menu bar (2).

The search panel (3) is located at the top right. You can enter key words for your search here.

***Start page* tab:**
In the *Start page* tab, you can change document sorting and grouping by pushing the button (4).

The content of your "All my notes" or "All my searches" folder is displayed in the main window (5).

Your notes are sorted according to tabs in the left-hand pane (6). In addition, you will find the executed search processes there.

You can select the most important basic functions in the toolbar (7).

5.3.2 Shortcuts

Here you will find a list with the main action which you can do and their corresponding shortcuts. These are mainly used on the start page.

For the note management view:

	Windows	MAC
Create new document	Ctrl - N	⌘ N
Open document on the disk	Ctrl - O	⌘ O
Store current document	Ctrl - S	⌘ S
Close current document	Ctrl - F4	⌘ F4
Undo last action	Ctrl - Z	⌘ Z
Re-establish previously undone action	Ctrl - Y	⌘ ⇧ Z
Copy selection of notes	Ctrl - C	⌘ C
Cut selection of notes	Ctrl - X	⌘ X
Paste selection of notes	Ctrl - V	⌘ V
Delete selection	Del	⌘ Reset button
Insert bold print to text	Ctrl - B	⌘ B

Insert italic face to text	Ctrl - I	⌘ I
Insert underlining to text	Ctrl - U	⌘ U
Print ink document	Ctrl - P	⌘ P

For document navigation:

Zoom in	Ctrl - +	⌘ +
Zoom out	Ctrl - -	⌘ -
Go to beginning of document	Ctrl - Pos1	⌘ ↑
Go to end of document	Ctrl - End	⌘ ↓
Go to next page	PAGE DOWN	PAGE DOWN
Go to previous page	PAGE UP	PAGE UP

5.4 Managing notes

If you have created notes with your STAEDTLER digital pen, you must first load these notes from the receiver onto your computer (see chapter 4.3 Uploading notes onto the computer).

As soon as the note data is loaded on your computer, it is automatically displayed on the start page of the handwriting recognition program.

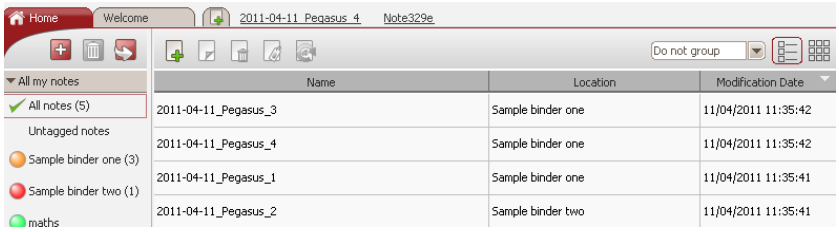


Fig. 60 Notes on the start page

All notes which you have added to the program are located on the start page. You can visualise, select and manage your notes there.

Note!
If a note is displayed as a large red cross, it is no longer saved on your storage medium.

Most actions for notes can also be executed via the right-click menu:

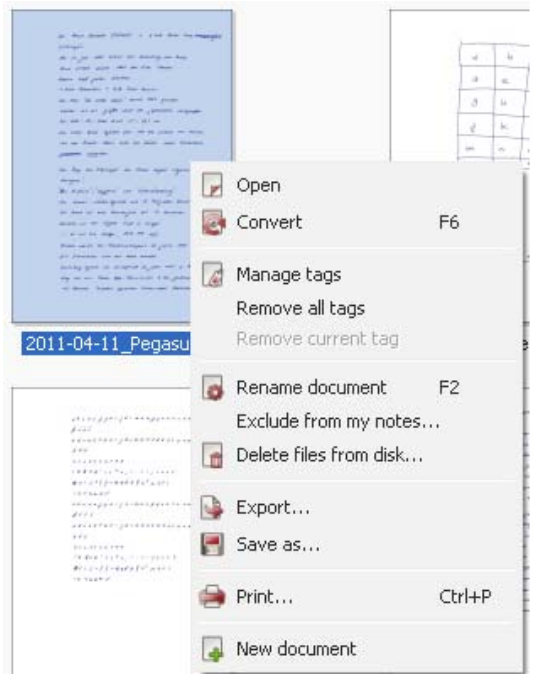


Fig. 61 Right-click menu

5.4.1 Importing notes

1. Connect the receiver to your computer.

The My Script Ink Retriever window opens.

2. In the *Device settings* tab, click on *Download* to import your notes into the folder you have determined and thereby into MyScript Studio Notes Edition.

Note!
Define the upload settings as described in 5.1 Configuring the upload settings.

MyScript Studio Notes Edition contains a system that regularly checks certain folders for new notes. New notes filed in these folders are displayed automatically in the MyScript Studio Notes Edition. They are then located in the "Non-tagged notes" tag.

5.4.2 Opening a note

Should you wish to open an existing file with handwritten notes:

- Double-click on a document in the homepage or right-click on the document and select *Open*.

Note!
It is also possible to use the Ctrl - O shortcut key.

When you would like to create a new note:

- Right-click on the list with the documents and select *New document* on the start page.

A new file is displayed in the list:

- Double-click on this file to open it.

Note!
It is also possible to use the Ctrl - N shortcut key.

5.4.3 Navigation within a note

If your document contains several pages, it is possible to navigate from page to page.

- Go to first page: click on the button or use the shortcut key Ctrl - Pos1.
- Go to last page: click on the button or use the shortcut key Ctrl - End.
- Browse forwards: click on as many times as is necessary or use the PAGE DOWN key.
- Browse backwards: click on or use the PAGE UP key.

5.4.4 Exporting notes

MyScript Studio Notes Edition can export your handwritten notes into various programs.

Attaching the note to an e-mail

1. Click on the button or select *File* > *Export* > *Export document*.
2. On the left side of the export menu, click on the button.

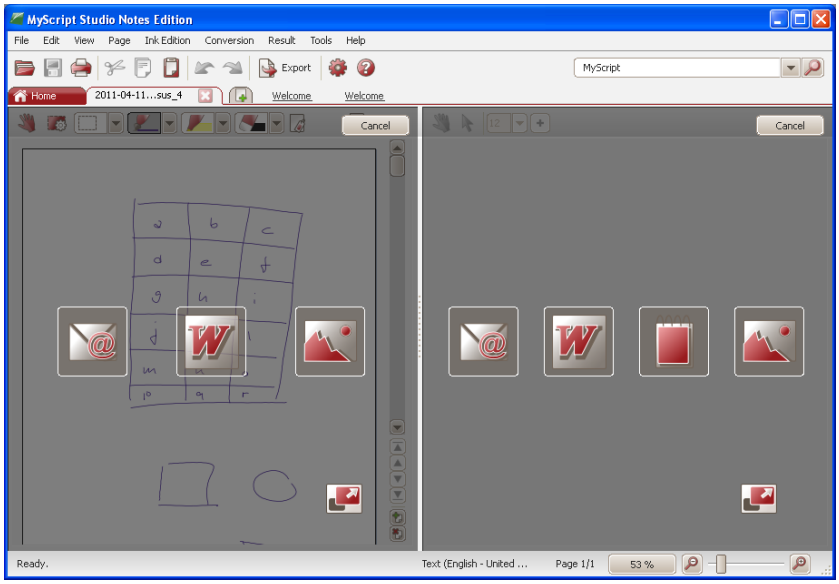


Fig.62 Export menu

The entire ink file is now forwarded as an attachment in a new e-mail to your standard e-mail client.

All note pages are converted into a JPG image file and attached to the message:

Exporting as an image file

1. Click on the button or select *File* > *Export* > *Export document*.
2. On the left side of the export menu, click on the button.
3. In the dialogue box displayed afterwards, select the file type, storage location and file name and click >Save.

Export into a word file

1. Click on the button or select *File* > *Export* > *Export document*.
2. On the left side of the export menu, click on the button.

5.4.5 Printing notes

1. Click on the button to print an open or tagged note. Alternatively, select *File* > *Print* > *Document*.
2. Click on the left button in the print menu.

5.4.6 Managing tags

As soon as your notes are in MyScript Studio Notes Edition, you can manage them using tags. A tag can be a date, a subject, a motive, the name of a person or company or whatever else you like.

A note can have several tags and appears under every assigned tag. This makes it simple to manage your notes.

Displaying notes in accordance with tags

- If you want to display all your notes, tagged and untagged, click on *All my notes* on the start page.
- To display notes assigned a specific tag, click on the name of the corresponding tag in the homepage.

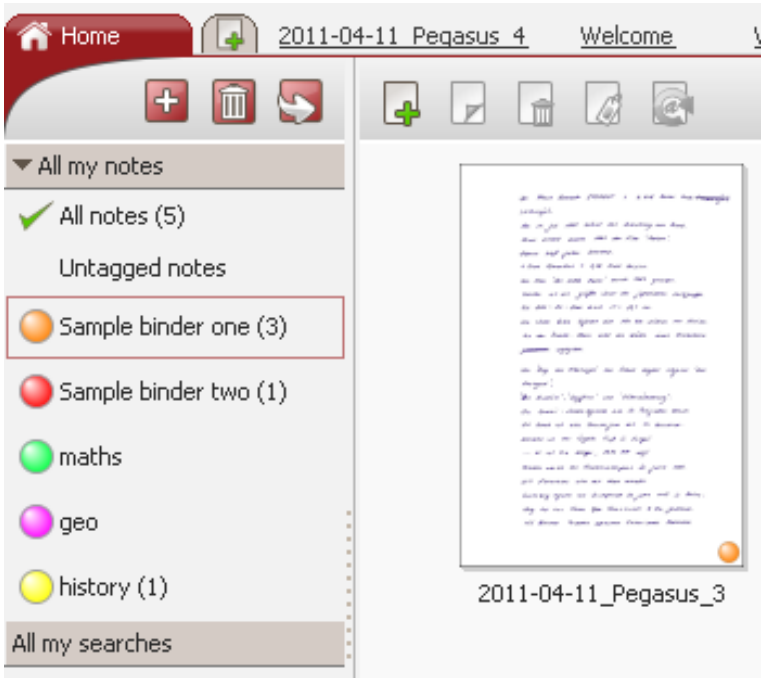


Fig. 63 Displaying notes in accordance with tags

Tagging a document

There are three ways to tag a document:

- Pull the document out of the central list on the start page to the desired tag.
- Click on the button to open the *Manage tags* dialogue box. Here you can assign the tag(s).
- Right-click on the document and select *Manage tags*. You can assign the desired tag(s) in the *Manage tags* dialogue box which appears.

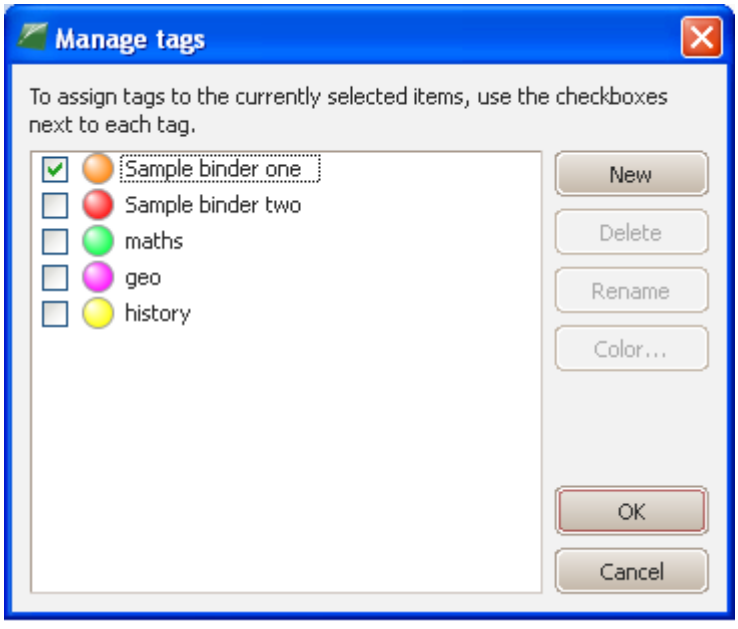


Fig. 64 Managing tags dialogue box

Removing a tag

Note!
Removing the tag will not delete the file itself! Only the tag will be removed from this document.

There are three ways to remove a tag from a document:

- Right-click on the open document and select *Delete current tag*.
- Open the *Manage tags* dialogue box by clicking on the button. Deactivate the tags which should no longer be displayed on this note.
- Right-click on the document and select *Manage tags*. You can deactivate the desired tag(s) in the *Manage tags* dialogue box.

Note!
In the view, coloured symbols indicate which tags have been added to each document. If several tags use the same colour, only one symbol is displayed with this colour.

Creating a tag

1. To create a new tag in your list, click on the button on the start page. It is also possible to right-click on the pane and then select the *Create tag* option.
2. The newly-created tag has a standard name and is not assigned to a colour. Right-click on the tag to change their colour, to rename them or to perform other actions:

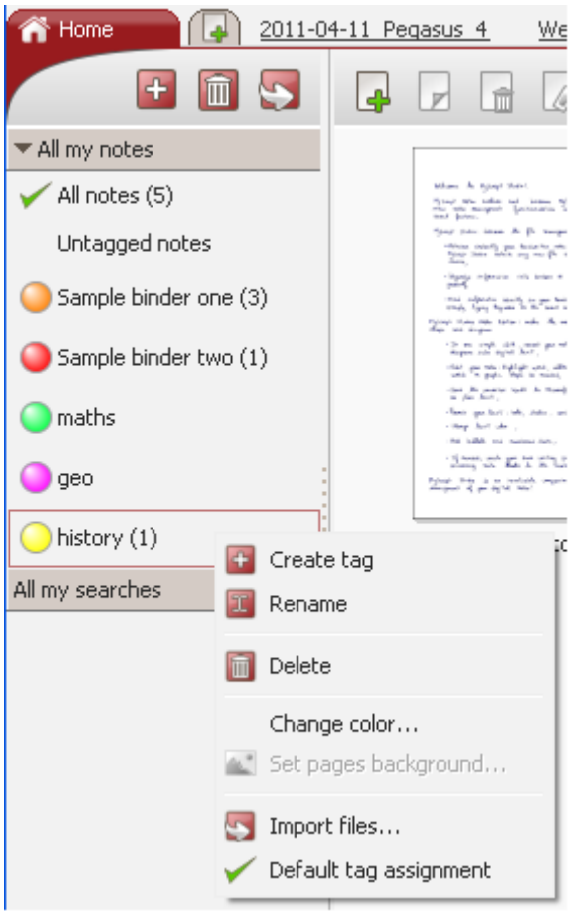


Fig. 65 Managing right-click menu tag

Deleting a tag

- Should you wish to delete one or more tags, select the respective tag(s) and click on the start page on the button. It is also possible to right-click on the pane and then select the *Create tag* option.

Note!
Deleting the tag will not delete the file itself! Only the tag will be removed from this document.

5.4.7 Searching through notes

1. Enter the search item in the search field . If more than one word is entered, the system will search for all notes containing any one of the respective words. To search for a specific expression, enter the text in quotation marks.
2. You must specify the location where the search is to be undertaken:

- In **All notes**: Enter your search term(s) and confirm the entry directly by clicking on .

- In notes that were written at a specific **time**: Open the search option window by clicking on and select an option inside the *Date* border.
- In specific **Tags**: Open the search option window by clicking on and select the tag(s) inside the *Periphery* border.

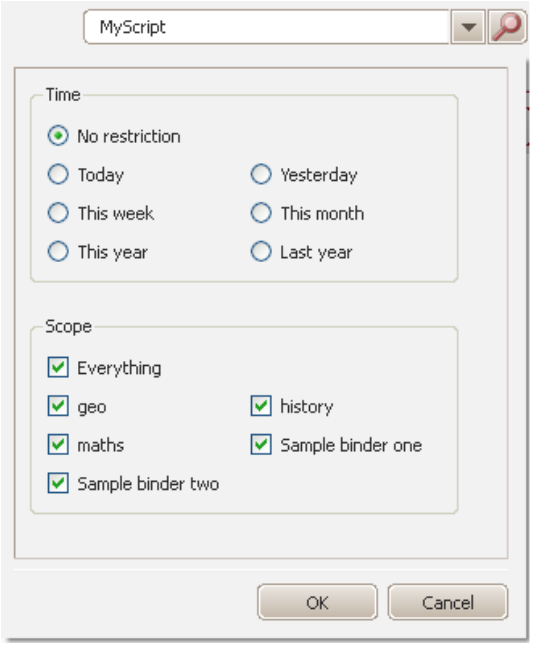


Fig. 66 Selecting search options

A search can be terminated by clicking on the button in the lower edge of the window.

The search results are arranged in a special view according to relevance:

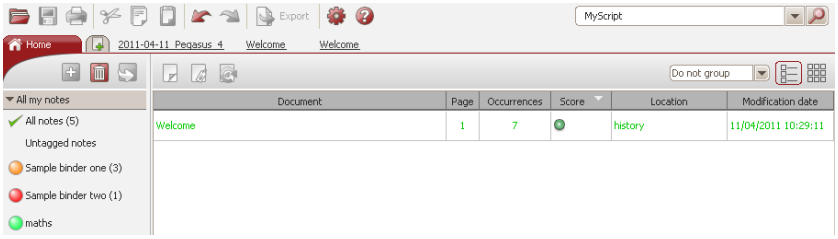


Fig. 67 Search results

Executed search processes can be found on the start page under *All my searches*.

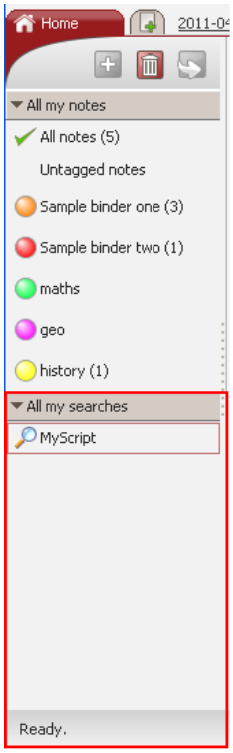


Fig.68 Executed search processes

Note!
Search processes may only be carried out in the respective standard language!

MyScript Studio Notes Edition indexes all your documents automatically. If a search is initiated and some documents have not yet been adopted into the directory (indexed), this will be implemented during the search. This will slow down the search. Should you not wish to wait for conclusion of the search, select the Search in existing indexes only option (Preferences dialogue box, Notes tab). With this option active, only those notes which are already being displayed are included in the search.

5.4.8 Modifying the size of a note page

The size of a note can be adapted in different ways:

- Click on the button in the control panel to enlarge the size of the document.
- Click on the button in the control panel to reduce the size of the document.
- You can adjust the size or width of the window via the 100% function button. In addition, you can choose from the pre-set sizes.

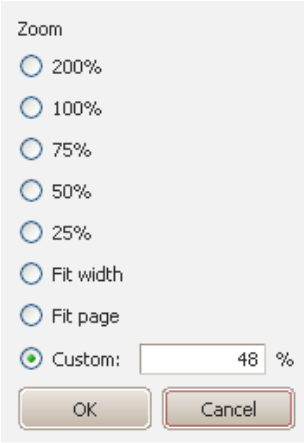


Fig. 69 Selecting the size of a note

5.4.9 Deleting notes

It is possible to delete a note document in a folder on your computer directly in the program window.

- Right-click on the document in the document management window and select the *Delete files from disk* option. You can also tag the document to be deleted and click on the button.
- You must confirm the delete procedure. The document is deleted and deposited into the recycle bin.

Note!
If a note is displayed as a large red cross, it is no longer saved on your storage medium. If you don't want the document to continue to be displayed on your start page, right-click on it and select Exclude from my notes.

5.4.10 Changing the standard language

Upon installation of your MyScript Studio Notes Edition application, select a standard language for note recognition and for search. This language is identical to the language of the user interface. If required, the language can be changed in the preferences for search and recognition.

Note!
MyScript Studio Notes Edition indicates all documents automatically in order that they may be searched more quickly. The program also indicates all documents which you have imported manually. If the standard language is changed, all of your notes will be indexed again in the new language (this may take considerable time).

The standard language is changed as follows:

1. To open the *Preferences* dialogue box, click on the button.
2. Click on the *Restore* tab.
3. Select the new standard language in the list of working languages.

4. Click on the *Change* button to confirm the selection.

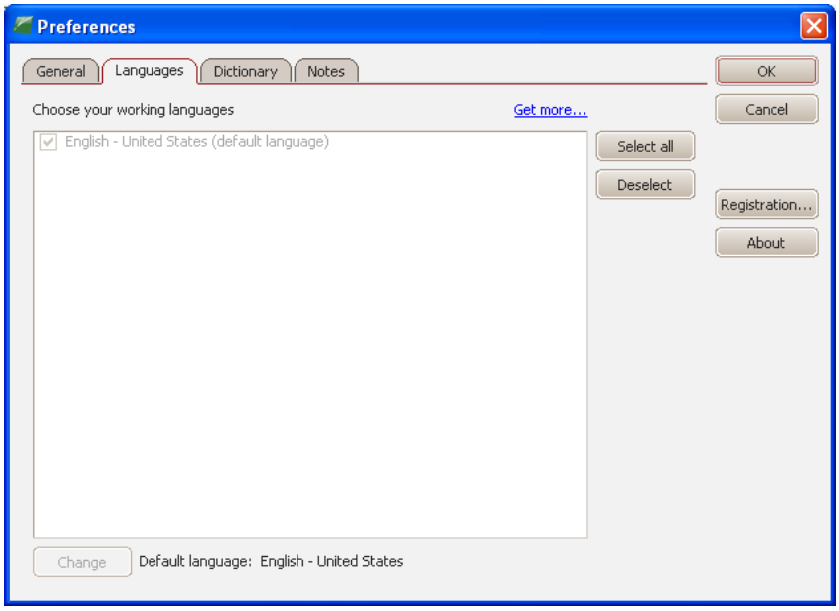


Fig. 70 Modifying standard language

Note!
If the standard language you have installed is the only option available to you, additional languages can be downloaded at http://www.visionobjects.com/en/webstore/get-more-languages-studio-ne-win-11 through the "Get more..." link.

5.5 Editing handwritten text

Note!
"Ink" relates to your notes in their handwritten form.

It is possible to store the modifications in a document by clicking on the function button at any time.

You can display the document you are working on in full screen mode. To do this, click on the button.

Note!
Should you not wish to work in the original note, right-click on the document and select Save as. Enter a file name and confirm with Save. MyScript Studio Notes Edition creates a copy of your note file and files it in the current directory.

5.5.1 Selecting the ink

- If you would like to choose a **rectangle option**, activate the function and drag the cursor around the area which you would like to select while keeping the right mouse button pressed down.

- If you would like to choose an **irregular option**, e.g. for an individual word or a small symbol, activate the function and drag the cursor around the area which you would like to select while keeping the right mouse button pressed down.
- Use Ctrl - A to select **Total ink** on the page

As soon the ink is selected, you can copy, cut, delete, and move it or change its shape.

5.5.2 Adding / erasing ink

Changes you make to your handwriting are transferred to your note file. You will be prompted to save these changes.

To see the changes in the converted note, you must run the conversion again.

Adding ink

- Activate the function and insert the additional text or objects.
- Click on the arrow on the button to change the thickness or colour of the ink.

Erasing ink

- To delete a segment of your notes, activate the function and drag the cursor over the ink which you would like to erase.
- Click on the arrow on the button to change the thickness of the rubber.

Note!
To delete a large part of the ink, select it with the corresponding tool (see 5.5.1 Selecting the ink) and press the Del button.

5.5.3 Copying / cutting / pasting ink

1. Select the required ink using the or functions.
2. Edit the selected ink:

- Copy the selection with Ctrl - C (or with).
- Cut the selection with Ctrl - X or with
- Paste the copied or cut ink into a document with Ctrl - V or with . Drag the ink into its new position.

5.5.4 Splitting ink

If two texts are written over one another within a note, it is likely that you have forgotten to create a new page. This can be rectified in MyScript Studio Notes Edition using a special splitting function.

1. Open the document which contains the superimposed ink.
2. Click in the *Ink editing* menu and select the *Selection acc. to date* function.

Fig.71 Ink editing – Selection acc. to date

A slider is now displayed under the document.

Note!
This slider selects the handwritten text in accordance with the time it was written rather than its spatial position.

3. Drag one slider to position the beginning of the selection. Drag the other slider to position the end of the selection. The colour of the selected ink changes.

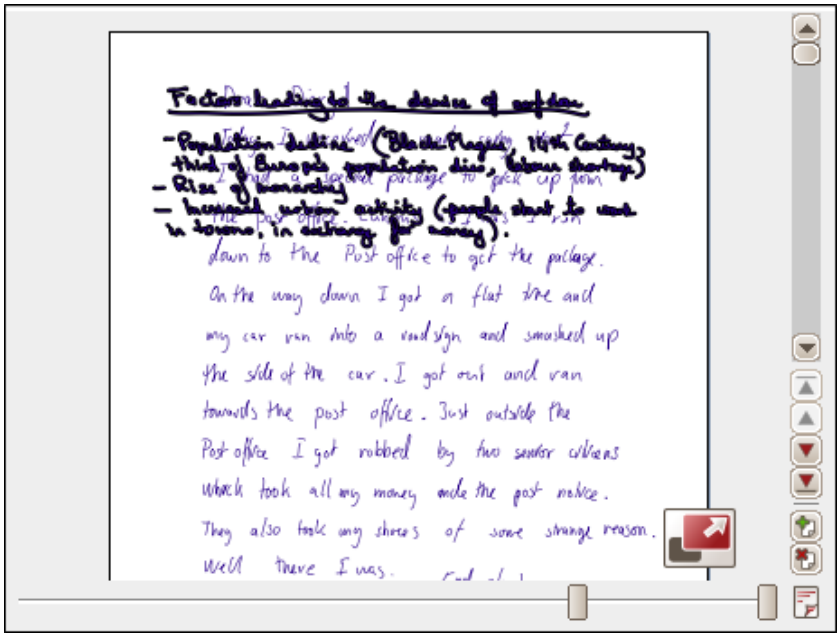


Fig. 72 Selecting the text

4. Click on the button to distribute ink.

Note!
The selection is copied into a new document (this document should then be saved.) The original document is not changed. This procedure may be repeated should you wish to split further segments of the handwritten text.

5. To close the slider, activate any one of the other function buttons.

5.5.5 Changing ink line spacing

1. To change the line spacing, click on the spacer item in the Ink editing menu.

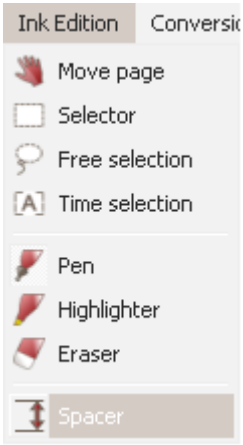
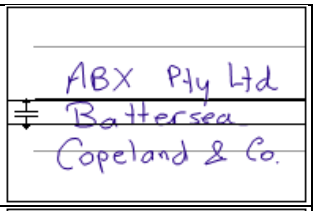
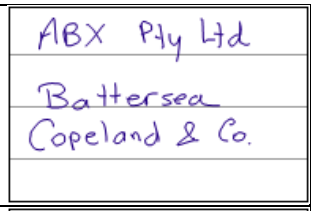
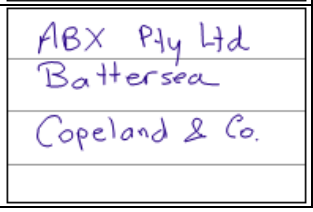
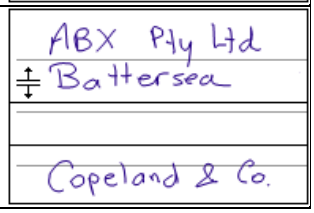


Fig.73 Ink editing - spacer

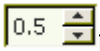
2. Indicate the point at which you would like to change the spacing and drag the cursor upwards to reduce the spacing or downwards to increase the spacing.

Drag downwards to increase the spacing.		
Drag upwards to reduce the spacing.		

3. To close the function, activate any one of the other function buttons.

5.5.6 Changing ink size / ink color

1. Click on the button above the handwritten document to initiate editing of the ink.
2. Click on the button.
3. Edit your ink:

- To change the color of your ink, open a color selection with the button and click on the new color.
- To change thickness of your ink, click on the corresponding button in the  function to increase or reduce thickness of the ink.

4. Click on the button to exit the ink editing mode.

5.5.7 Highlighting ink

1. To highlight some notes with colour, activate the function and drag the cursor over the ink you wish to highlight.
2. Click on the arrow on the button to change the thickness or colour of the ink.

Note!
This colour is indicated in the conversion results.

5.6 Converting notes

5.6.1 Settings

Global conversion settings

1. To open the *Global conversion settings* dialogue box, click on *Conversion> Conversion settings*.

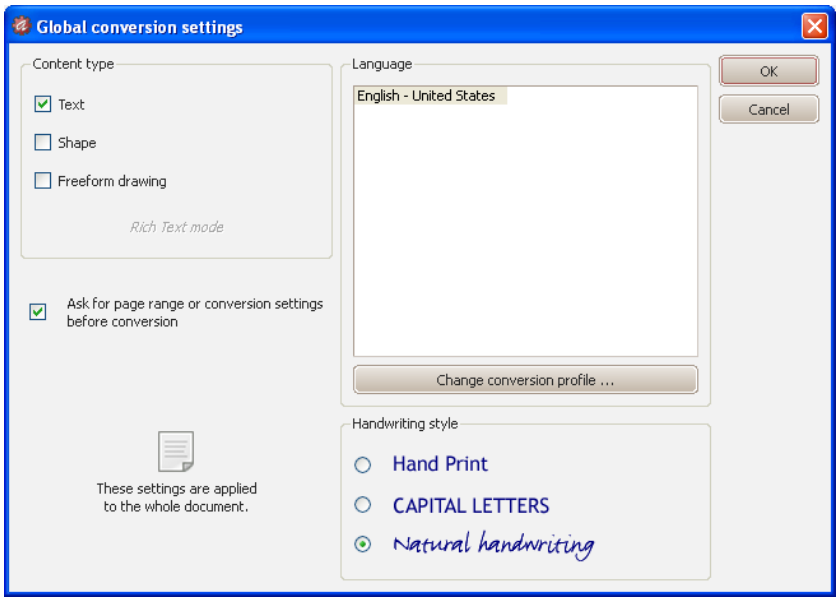


Fig. 74 Global conversion settings dialogue box

2. To select the element being converted, select the option in the *Content type* section.
3. Select the language from the language list in which your notes are to be written.

Note!
The languages in this list are the languages which you have selected in the Preferences dialogue box in the Languages tab.

4. Select the handwriting style used in your document:

- Print: letter-for-letter font can be converted. Prerequisite for this is that each letter is finished before the new letter begins.
- Block capitals: your entire document is written exclusively in block capitals.
- Handwriting: every other style including italics

Note!
If you are unsure, we recommend that you activate natural handwriting.

5. Confirm your settings by clicking on *OK*.

Note!
When you deactivate the "Ask before converting the side band or conversion settings" option, the dialogue box (that automatically opens by default) is no longer display during every conversion.

5.6.2 Converting text only notes

1. Ensure when converting notes which contain text only that only the *Text* option has been selected in the *Content type* section in the *Global conversion settings* dialogue box:

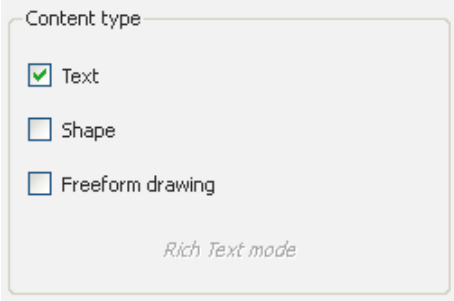


Fig. 75 Text only content type

2. Click on

.

This dialogue box is opened as standard.

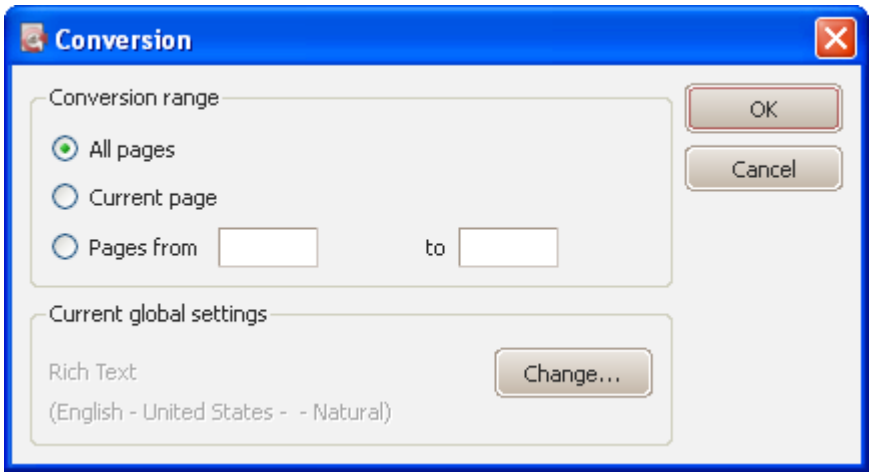


Fig. 76 Converting the dialogue box

3. Choose whether all pages of a document, only the current page or a group of pages (enter the start page and the end page in the boxes) are to be converted.
4. Should you wish to change the global conversion settings, click on the *Change* button to open the respective dialogue box.
5. Click on *OK* to start the conversion.

The results appear in Rich Text format and can be edited directly in your application prior to saving or exporting.

Note!
Press STOP to cancel the conversion.

5.6.3 Notes with shapes or drawings

1. Ensure when converting notes with shapes or drawings that the *Shape and/or freeform drawing* options have been selected in the *Global settings* dialogue box in the *Content type* section.

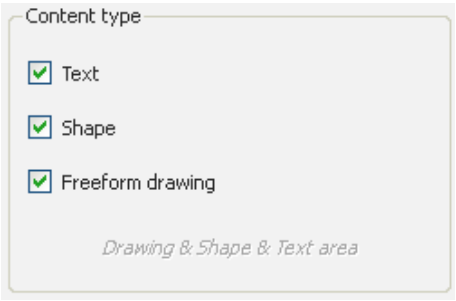


Fig.77 Shapes / Drawings concept type

Note!
The Shape and freeform drawing options can be combined with the Text option wherever necessary.

2. Click on Convert.

This dialogue box is opened as standard.

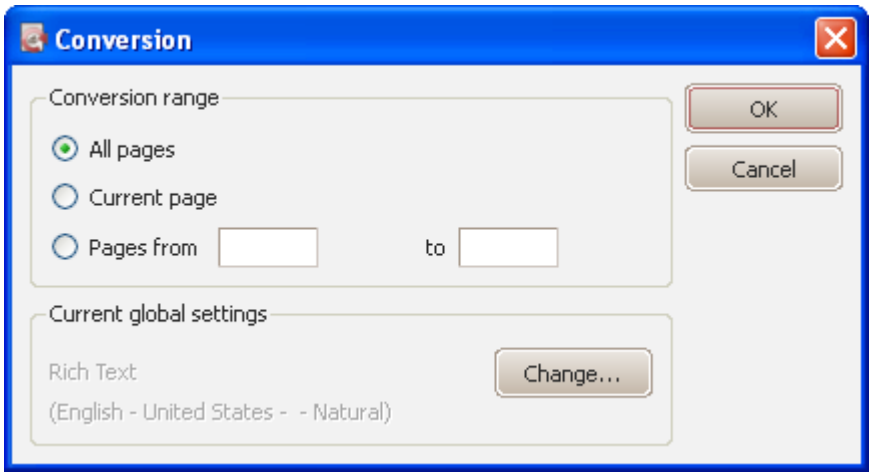


Fig. 78 Converting the dialogue box

3. Choose whether all pages of a document, only the current page or a group of pages (enter the start page and the end page in the boxes) are to be converted.
4. Should you wish to modify the global conversion settings, click on the *Change* button to open the respective dialogue box.
5. Click on *OK* or press the Enter key to start the conversion.

The results contain all shapes or drawings within the notes: it is possible to change the type of shape as required.

For optimum results, shapes are drawn as follows

	NOT GOOD	GOOD
Draw the lines of the shapes as evenly as possible: avoid "shaky" lines		
When drawing closed shapes, ensure that the end points meet one another as precisely as possible		
It is possible to draw open polygons, however, they must consist of only four lines		

For optimum results, lines and arrows must be drawn as follows

	NOT GOOD	GOOD
Straight lines must be drawn as straight as possible; avoid hooks or curves		
Lines featuring several curves are not converted as shapes		
Many types of arrows can be converted as shapes, however, not all		
Respect the size of the arrow tips – they should not be drawn too large in relation to the length of the shaft		

Always finish drawing one shape before beginning with the next.

Note!
The fewer lines used when drawing shapes, the more accurate the shape conversion.

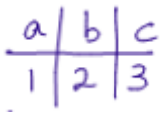
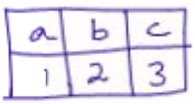
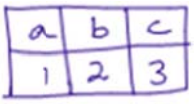
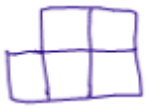
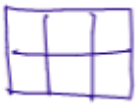
5.6.4 Converting tables

It is possible with this application to convert tables which you have drawn in your document, as well as their content, as long as the conversion settings have been defined correctly.

1. To convert text which includes tables, go into the conversion settings and select text and shape as the content type.
2. Convert your text as usual with the

button. The result is a combination of graphics and text.

Draw the tables carefully to achieve optimum conversion accuracy. If the table is not drawn correctly, you will end up with scrambled lines or an endless number of table cells rather than a clean table.

	NOT GOOD	GOOD
Always draw a complete table, including an outer border: do not simply draw lines between the contents.		
Ensure that the table is drawn with horizontal and vertical lines. If the table is drawn skewed, the conversion will be flawed.		
The same number of lines and columns must be drawn throughout the entire table. Do not draw stray cells within the table.		

5.6.5 Areas for special contents

Adding areas

An area for special contents is a part of the document defined by you for which you can assign another conversion mode and/or another language. You can therefore also exclude a part of the content from the conversion process.

1. Click on the function button for activation.

Note!
This function is not available in ink editing mode.

2. Use the mouse to drag a border around the area which is to contain the special content. The *Special content area settings* dialogue box opens.

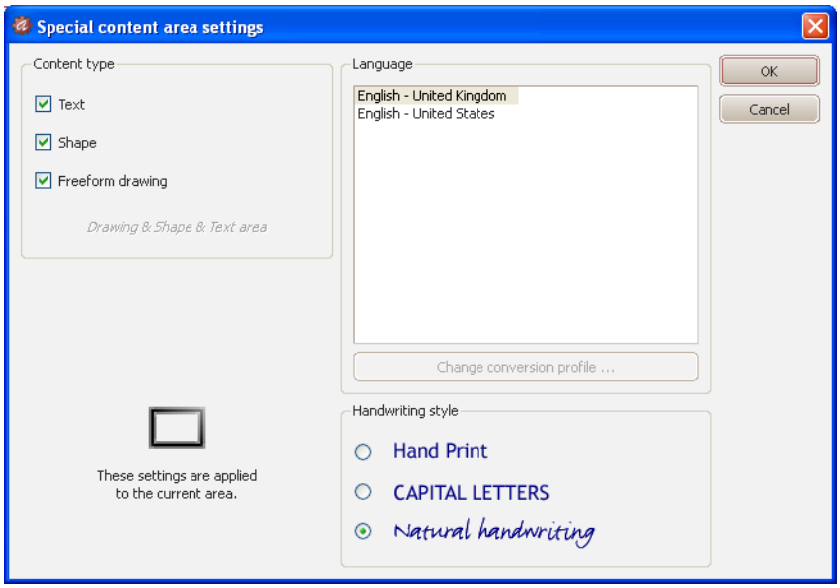


Fig. 79 Special content area settings dialogue box

3. Select the Special contents area settings dialogue box.
4. Following selection, click on *OK* or press the Enter key.

Note!
These settings can also be performed subsequently. Double click on the area or open the selection menu by right-clicking on the area. Click on the Change selection of area settings option.

Editing / deleting areas

As soon as you have created an area, you can execute the following actions:

To edit special content in an area, click on it.

- Move area: Click on the area and move over the note with the mouse pressed down
- Change size: Pull on the red handles to change the size.
- Edit settings: Click on the button to open the settings.
- Only convert the area: To exclusively convert the content, click on the button.
- Delete area: Click on the button to delete the area. The area content thereby remains intact.

5.6.6 Excluding areas

This method allows exclusion of a particular section from conversion.

1. Click on the function button for activation.

Note!
This function is not available in ink editing mode.

2. Use the mouse to drag a border around the area which you would like to exclude from conversion. The *Special content area settings* dialogue box opens.

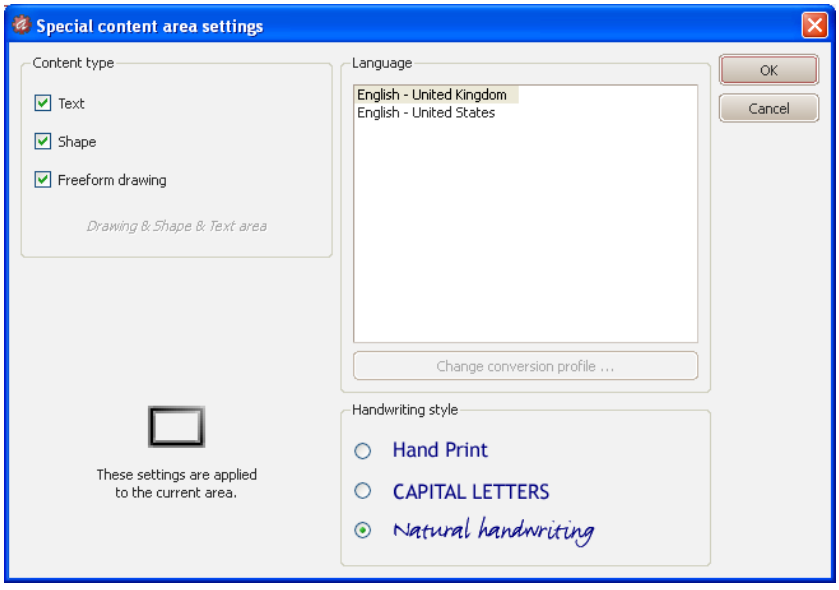


Fig. 80 Special content area settings dialogue box

3. Deactivate all options under Content type in the displayed Settings dialogue box:

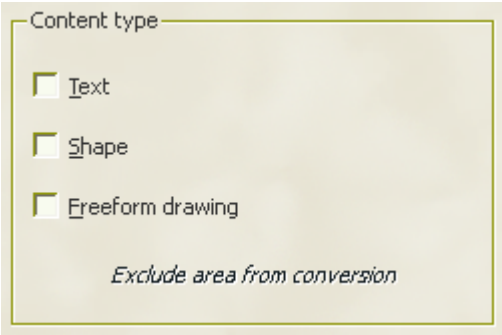


Fig. 81 Content type dialogue box

4. Confirm with *OK*.

This section will now be ignored during the conversion.

5.7 Editing converted notes

5.7.1 Text only note

The text content can be edited using the keyboard as if it were a regular text editing program. Deleting and adding text, shifting text around, cutting, copying or pasting. This type of editing applies for text which was converted with these settings:

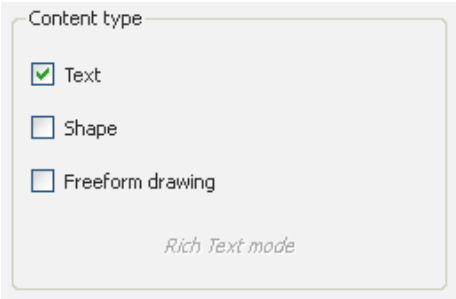


Fig. 82 Content type dialogue box

Alternatively, it is possible to select the respective text, open the text editing functions with and apply these functions:

- Bold print
- Italics
- Underlined text
- Align paragraphs (left align , right align , centred or justified)
- Text in lists with bullet points .

You can also change the size of the text with the button.

If exporting the edited text to Word, the formatting in the document is retained.

5.7.2 Text with graphic

This type of editing applies to text which was converted using these settings: text and shape and/or freeform drawing:

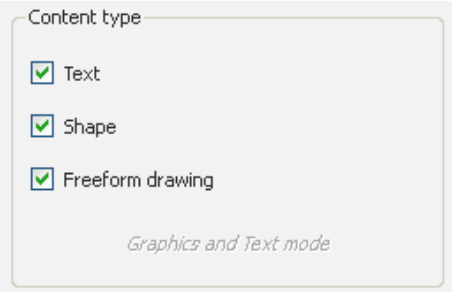


Fig. 83 Content type dialogue box

1. If the button is not active, activate by clicking.
2. Click on the line of text which you would like to edit.
3. Edit the text as desired and then press the Enter key or click on *OK*

5.7.3 Copying and selecting text

Selected text can be copied into the clipboard in order that it may be used again elsewhere. Please note that the shapes cannot be copied using this method. This applies for text which is converted using this setting:

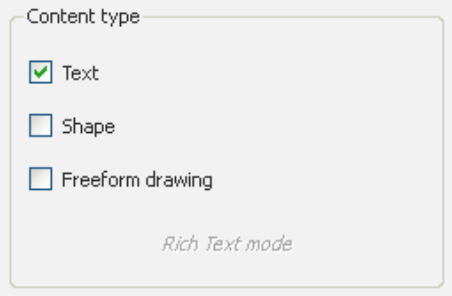


Fig. 84 Content type dialogue box

1. Click on the function button for activation.

Note!
The indicator arrow is represented in the form of a standard white arrow.

2. Pull the arrow over the text lines that you want to select or click in the text to select a single work or line.
3. If you would like to copy all results for the current page, use the Ctrl - A shortcut key to select.
4. Should you wish to copy the selection into the clipboard, use the Ctrl - C shortcut key or the function in the standard toolbar.

5. This copy can then be added into any other program.

5.7.4 Replacing a shape

Geometric forms can be replaced with another shape selected from a predefined list.

1. Click on the function button.
2. Double-click on the shape which you would like to replace.
3. Select a shape with which you would like to replace the existing shape from the opened list of shapes.

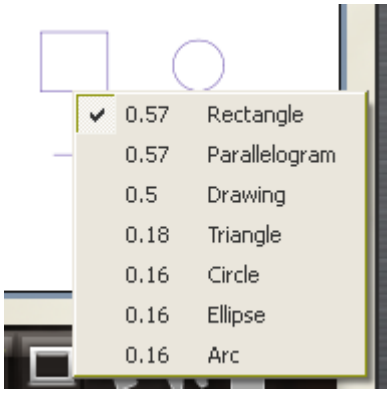


Fig. 85 Selecting a shape

Note!
A number is featured alongside each shape. This number represents the degree of certainty from MyScript Studio Notes Edition that the respective shape matches the original shape drawn by you.

5.8 Exporting converted notes

5.8.1 Exporting into the standard text editing program

1. Click on the function button.
2. Finally, in the export options that are displayed on the conversion results, click on the button.

Your text is now opened in Rich Text format in the standard text editing program.

Should your document include shapes or drawings, these will also be exported in Rich Text format. The text is displayed in individual text fields.

If exporting text only, use Text Only format. A new page is also created in the text editing program for each page of your document.

5.8.2 In an e-mail application

If you want to send your conversion result in a message generated by your standard e-mail program, take the following steps:

1. Click on the function.
2. In the export options, click on the button on the conversion results that are displayed.

Your text is exported directly to your e-mail messages in Text Only format

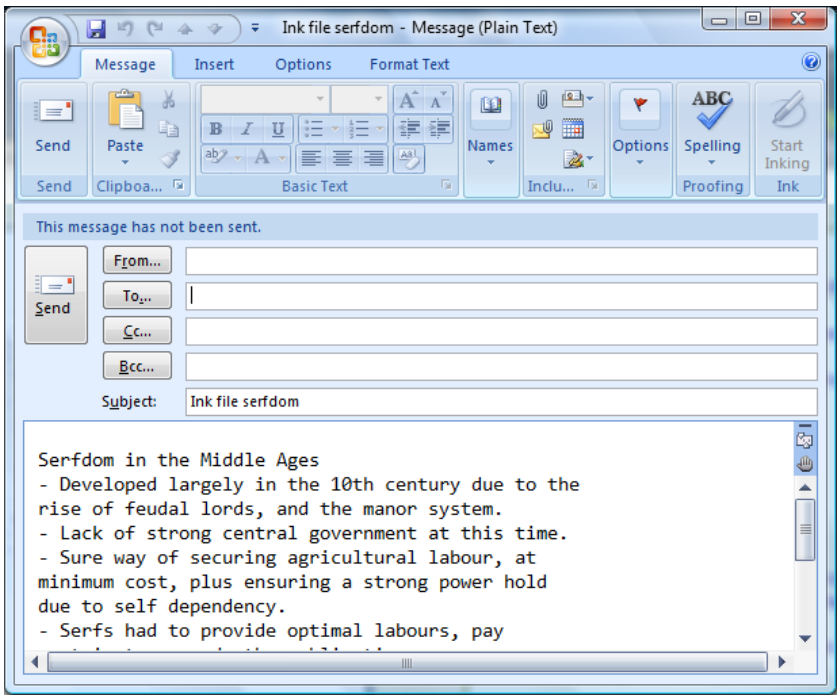


Fig. 86 Export text in e-mail

Note!
In this format, no shapes or drawings may be included in the text.

5.8.3 Into a text editor

To send your converted text to a Notepad (or your standard editing program for simple text), process as follows:

1. Click on the function.
2. In the export options, click on the button on the conversion results that are displayed.

Your text is copied into the standard editing program for simple text in Text Only format with the original file name.

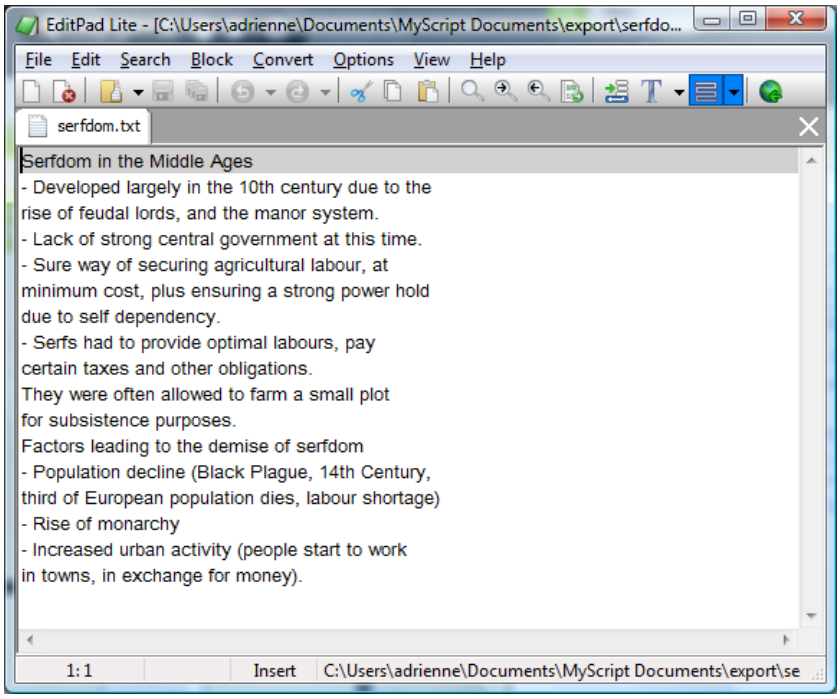

EditPad Lite - [C:\Users\adrienne\Documents\MyScript Documents\export\serfdo...
File Edit Search Block Convert Options View Help
serfdom.txt
Serfdom in the Middle Ages
- Developed largely in the 10th century due to the
rise of feudal lords, and the manor system.
- Lack of strong central government at this time.
- Sure way of securing agricultural labour, at
minimum cost, plus ensuring a strong power hold
due to self dependency.
- Serfs had to provide optimal labours, pay
certain taxes and other obligations.
They were often allowed to farm a small plot
for subsistence purposes.
Factors leading to the demise of serfdom
- Population decline (Black Plague, 14th Century,
third of European population dies, labour shortage)
- Rise of monarchy
- Increased urban activity (people start to work
in towns, in exchange for money).
1:1
Insert
C:\Users\adrienne\Documents\MyScript Documents\export\se

Fig. 87 Export text in text editor

5.8.4 In a Word file

1. Click on the button or select *File* > *Export* > *Export document*.
2. In the export options, click on the button on the conversion results that are displayed.

5.8.5 As an image

1. Click on the function.
2. In the export options, click on the button on the conversion results that are displayed.
3. Open the File type drop-down list in the displayed dialogue box and select an image format.
4. Select a file destination path and file name, then click Save.

5.9 Personal recognition profiles

My Script Trainer allows you to create your own personal recognition profile. First write a sample text in the training program using your STAEDTLER digital pen. This sample will be used by the program to create your own personal recognition profile.

5.9.1 Creating a recognition profile

1. To open the *Global conversion settings* click on the Convert button and click on *Change*.
2. Click on the Change conversion profile ... button

The *Recognition profiles* dialogue box opens.

3. Click on the *Create new profile* button in the following dialogue box. The window for My Script Trainer opens.

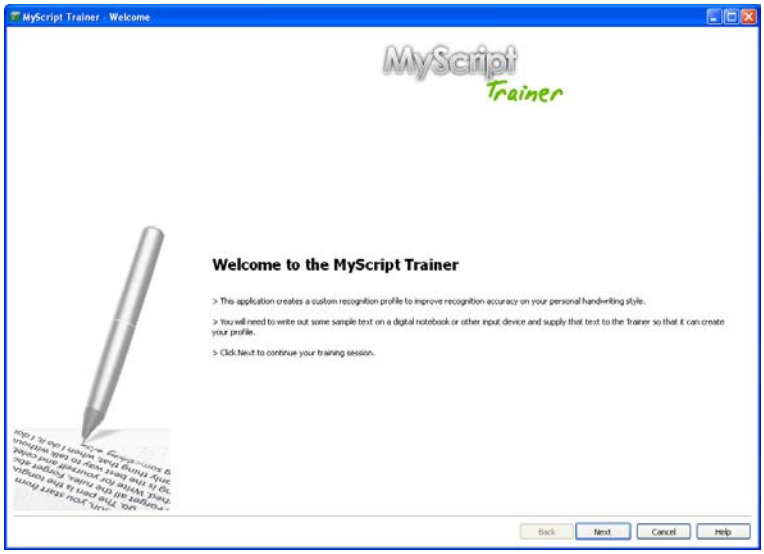

MyScript Trainer - Welcome
MyScript
Trainer
Welcome to the MyScript Trainer
> This application creates a custom recognition profile to improve recognition accuracy on your personal handwriting style.
> You will need to write out some sample text on a digital notebook or other input device and supply that text to the Trainer so that it can create your profile.
> Click Next to continue your training session.
Back
Next
Cancel
Help

Fig. 88 dialogue box My Script Trainer

4. Click on *Next* to create a recognition profile file.

5. Assign the recognition program a name and a language. Then click on *Next*.

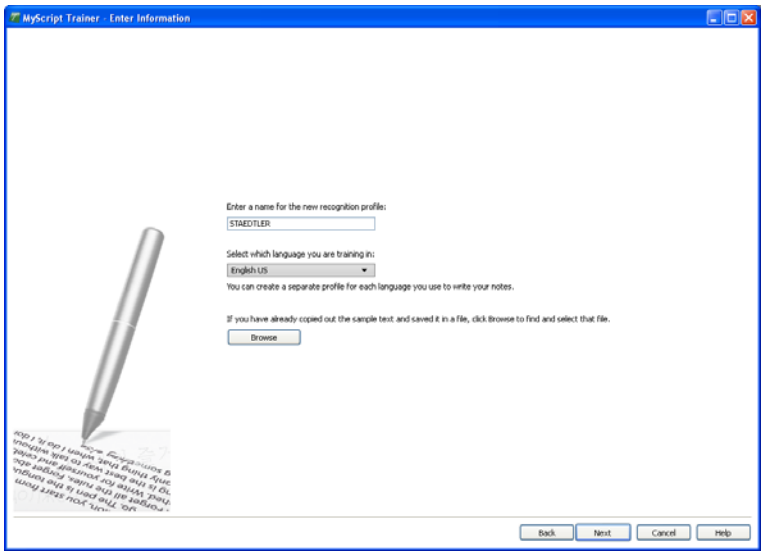

MyScript Trainer - Enter Information
Enter a name for the new recognition profile:
STAEDTLER
Select which language you are training in:
English US
You can create a separate profile for each language you use to write your notes.
If you have already copied out the sample text and saved it in a file, click Browse to find and select that file.
Browse
Back
Next
Cancel
Help

Fig. 89 Selecting name and language

6. Read through the instructions for creating an example text meticulously, if necessary print out the instructions. Click on Next to display the example text.

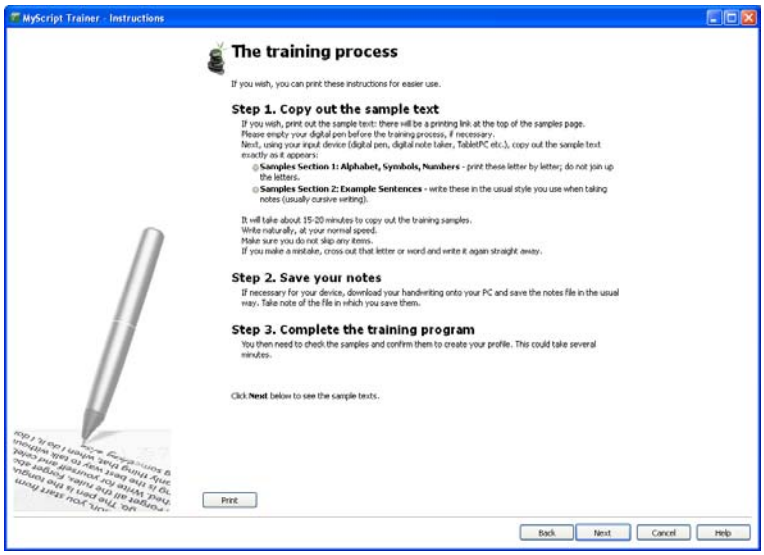

MyScript Trainer - Instructions
The training process
If you wish, you can print these instructions for easier use.
Step 1. Copy out the sample text
If you wish, print out the sample text: there will be a printing link at the top of the samples page.
Please empty your digital pen before the training process, if necessary.
Next, using your input device (digital pen, digital note taker, TabletPC etc.), copy out the sample text exactly as it appears:
Samples Section 1: Alphabet, Symbols, Numbers - print these letter by letter; do not join up the letters.
Samples Section 2: Example Sentences - write these in the usual style you use when taking notes (usually cursive writing).
It will take about 15-20 minutes to copy out the training samples.
Write naturally, at your normal speed.
Make sure you do not skip any items.
If you make a mistake, cross out that letter or word and write it again straight away.
Step 2. Save your notes
If necessary for your device, download your handwriting onto your PC and save the notes file in the usual way. Take note of the file in which you save them.
Step 3. Complete the training program
You then need to check the samples and confirm them to create your profile. This could take several minutes.
Click Next below to see the sample texts.
Print
Back
Next
Cancel
Help

Fig. 90 Creating an example text

7. Copy the example text into the following two dialogue windows and click on *Next* as soon as copying is complete.

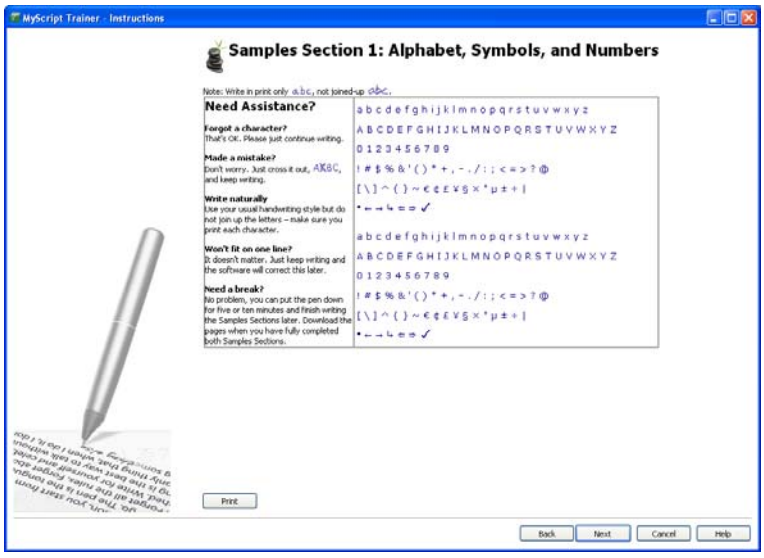


Fig. 91 Example text 1

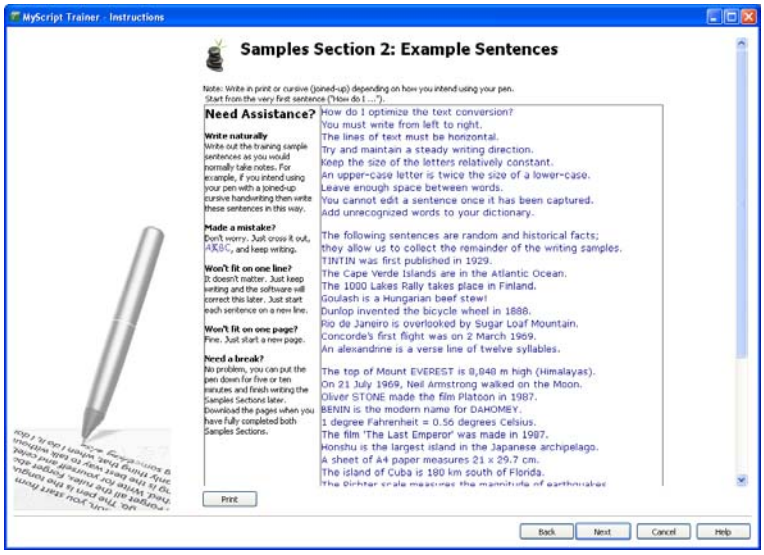

MyScript Trainer - Instructions
Samples Section 2: Example Sentences
Need Assistance?
How do I optimize the text conversion?
You must write from left to right.
The lines of text must be horizontal.
Try and maintain a steady writing direction.
Keep the size of the letters relatively constant.
An upper-case letter is twice the size of a lower-case.
Leave enough space between words.
You cannot edit a sentence once it has been captured.
Add unrecognized words to your dictionary.
The following sentences are random and historical facts; they allow us to collect the remainder of the writing samples.
TINTIN was first published in 1929.
The Cape Verde Islands are in the Atlantic Ocean.
The 1000 Lakes Rally takes place in Finland.
Goulash is a Hungarian beef stew!
Dunlop invented the bicycle wheel in 1888.
Rio de Janeiro is overlooked by Sugar Loaf Mountain.
Concorde's first flight was on 2 March 1969.
An alexandrine is a verse line of twelve syllables.
The top of Mount EVEREST is 8,848 m high (Himalayas).
On 21 July 1969, Neil Armstrong walked on the Moon.
Oliver STONE made the film Platoon in 1987.
BENIN is the modern name for DAHOMEY.
1 degree Fahrenheit = 0.56 degrees Celsius.
The film 'The Last Emperor' was made in 1987.
Honshu is the largest island in the Japanese archipelago.
A sheet of A4 paper measures 21 x 29.7 cm.
The island of Cuba is 180 km south of Florida.
Print
Back
Next
Cancel
Help

Fig. 92 Example text 2

8. Upload the stored example text from the disk to the PC using My Script Ink Retriever (see 4.3.1 Uploading notes with MyScript Studio Notes Edition).

Note!
If the example text is uploaded using Mobile Note Taker, it cannot be read by My Script Trainer!

9. The window for uploading the stored example text opens. Select the pages on which the example text is printed and click on *Open*.

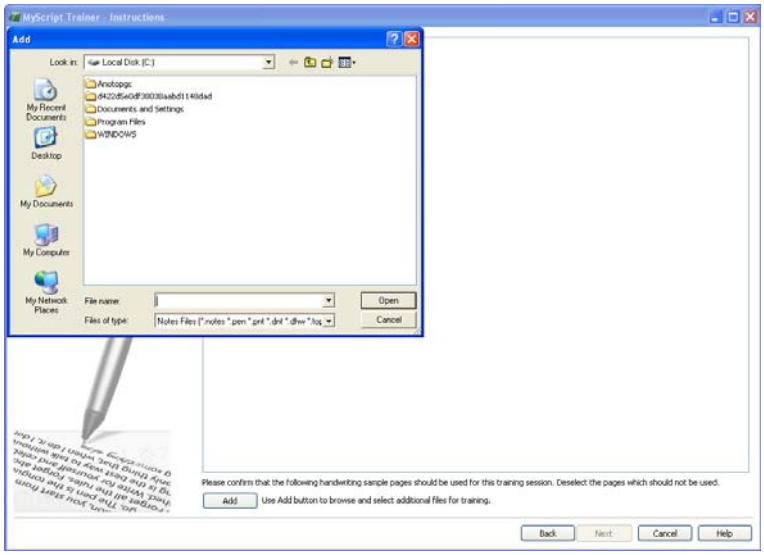


Fig. 93 Uploading the example text

10. In the event that you have selected the wrong pages, modify your selection here. Click on *Next* to confirm the pages.

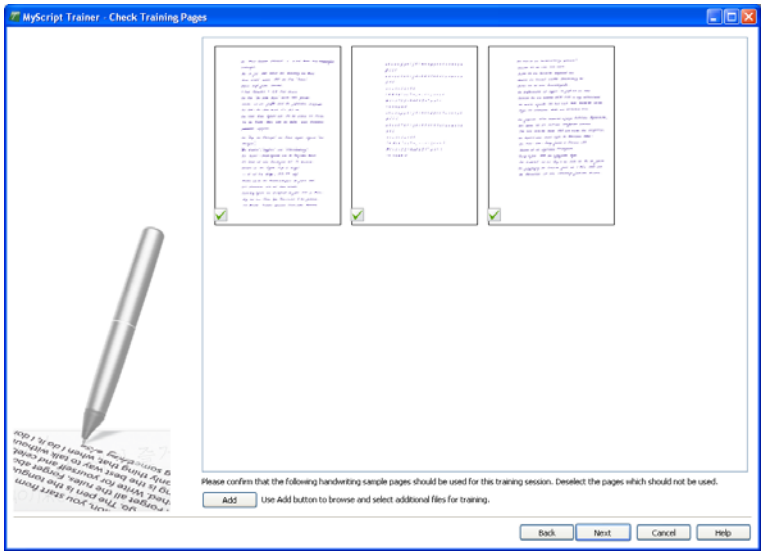

MyScript Trainer - Check Training Pages
Please confirm that the following handwriting sample pages should be used for this training session. Deselect the pages which should not be used.
Add
Use Add button to browse and select additional files for training.
Back
Next
Cancel
Help

Fig. 94 Confirming selection

11. My Script Trainer now uploads your handwriting sample.

12. You must now check the recommended conversion of your handwriting sample and modify as required. Please follow the instructions in the My Script Trainer. Once you are happy with your handwriting sample, click on *Next*.

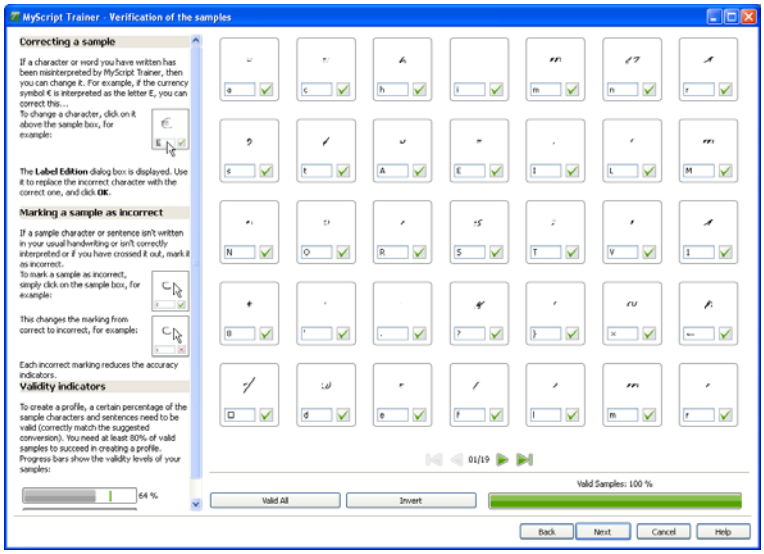


Fig. 95 Modifying the handwriting sample

Note!
At least 80% of valid examples are required in order that a profile can be created successfully. With less than 80% of valid examples, check whether the training units are complete. You can return to the previous dialogue box to create new handwriting samples or to add new pages.

13. My Script Trainer now creates your own personal recognition profile.

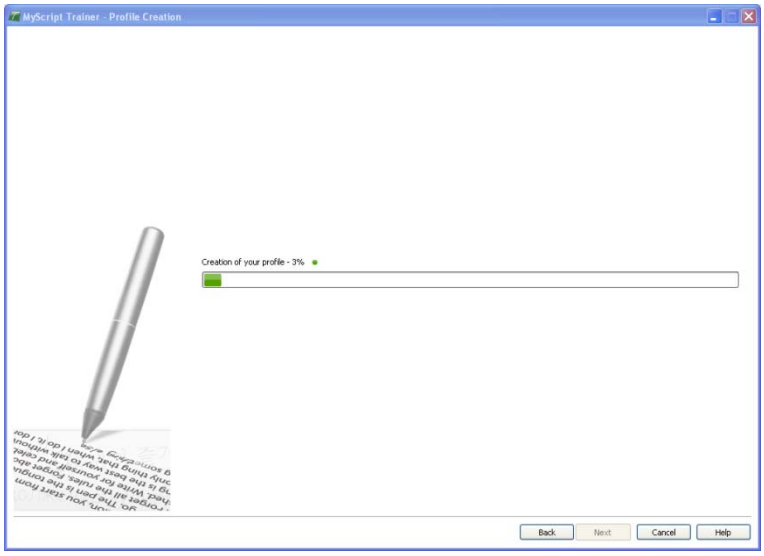


Fig. 96 A recognition profile is created

14. Finally, you will obtain your own recognition profile which is stored onto your computer as follows.

- ...\Application data\Vision Objects\MyScript Trainer\profiles (XP)

- ...\Application data\Roaming\Vision Objects\MyScript Trainer\profiles (VISTA, WIN7)

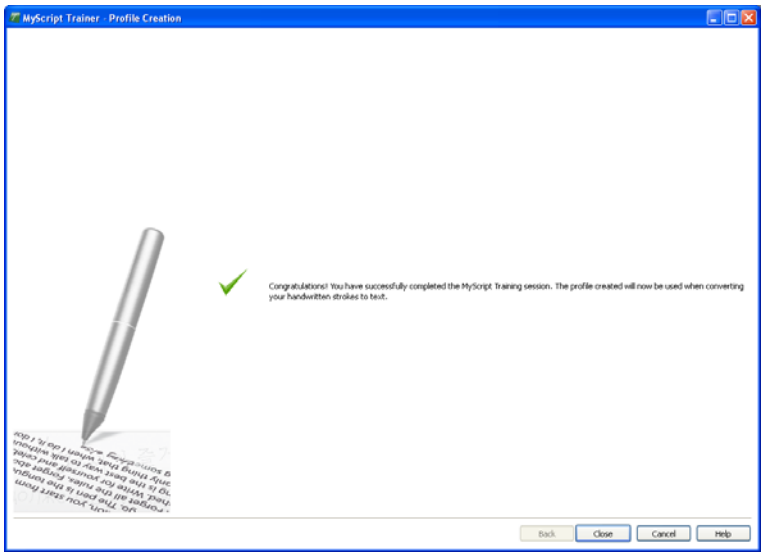

MyScript Trainer - Profile Creation
Congratulations! You have successfully completed the MyScript Training session. The profile created will now be used when converting your handwritten strokes to text.
Back
Close
Cancel
Help

Fig. 97 Recognition profile created successfully

5.9.2 Managing recognition profiles

1. To open the *Global conversion settings* click on the

button and click on *Change*.
2. Click on the

button

The *Recognition profiles* dialogue box opens.

3. Should you wish to activate another profile, click on the language. Then click on the profile in the list and click on the *Select* button.
4. Clicking on the *Check* button will open the training sample so that you can verify whether validation has been carried out correctly.
5. Clicking on the *Boost* button will create another profile level. Additional samples or special symbols are announced for the learning process. This applies for Asian languages ONLY.
6. To delete an undesired profile, select the respective profile and click on *Delete*.

5.9.3 Exporting / importing recognition profiles

- Exporting: click on the *Export* button. Select a name and the destination path for the profile and click on the *Save* button.
- Importing: click on the *Import profile* button. Navigate to the profile file, click on the file and then click on *Open*.

5.10 Dictionary

5.10.1 Adding words

Should it be determined that the program is experiencing problems recognising some frequently used words or terms, add them into your personal dictionary. These words can be individual names, terms or abbreviations. This process will allow the program to correctly identify these words much more easily.

1. Click on the button and then the *Dictionary* tab to add a word to your personal dictionary.
2. In the *Dictionary* tab, click on *Lexicon*.

An insertion point is displayed in the main text field:

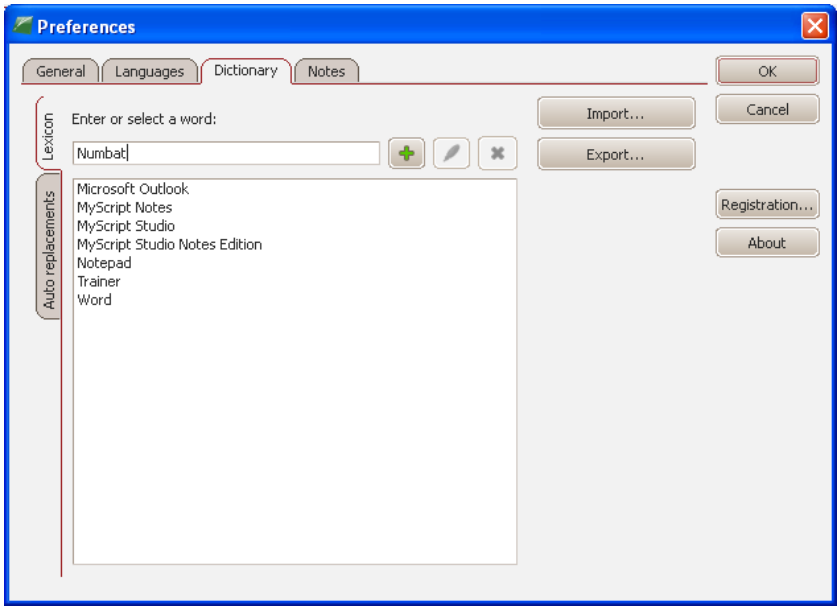


Fig. 98 Preferences dialogue box (Dictionary tab)

3. Enter the new word and click on the button, or press the Enter key to confirm the word.
4. Add as many new words as you like using this method.
5. Click on *OK* to confirm the new entry or entries.
6. If you do not wish to confirm the modifications, click on the *Cancel* button.

5.10.2 Editing / deleting entries

Editing dictionary entries

1. If you would like to change a dictionary entry, click on .
2. Click on the Dictionary entry.
3. Select the word which you would like to edit from the *Lexicon* tab, and click on the button.

Note!
The selected word is displayed in the text field with a flashing insertion point.

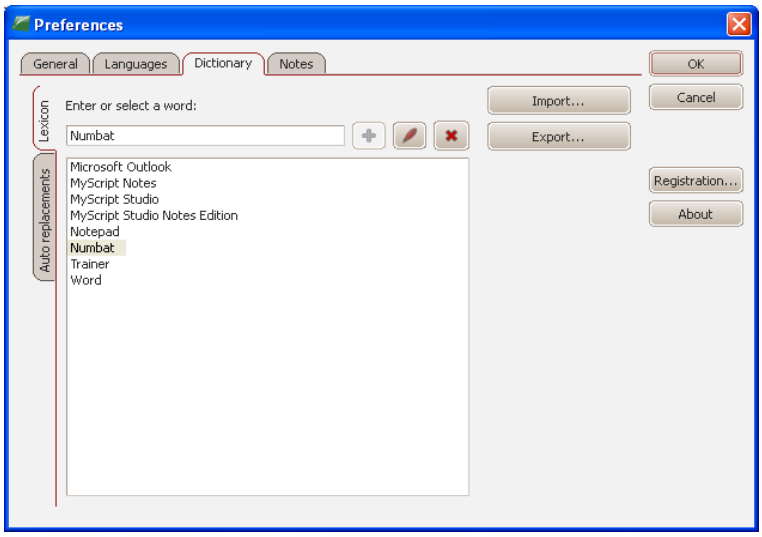


Fig. 99 Preferences dialogue box (Dictionary tab)

4. Perform the required modifications and click on to confirm. If you do not wish to save the modifications, click on to cancel.
5. Once finished, click on *OK* to confirm and to close the dialogue box.

Deleting dictionary entries

1. Click on .
2. Then click on the Dictionary entry.
3. Select the entry which you would like to delete from the entry list beneath the Lexicon tab.
4. Click on the button.
5. Click on OK to conclude the process.

5.10.3 Importing / exporting the personal dictionary

Importing the dictionary

1. Click on .
2. Click on the Dictionary entry.
3. Click on the *Import* button in the *Personal dictionary* dialogue box.

Note!
It is also possible to import your own text files in UTF-8 format.

4. Navigate to the profile file and select it.
5. Click on *Open* or double-click on the file name.

Exporting the dictionary

1. Click on .
2. Click on the Dictionary entry.
3. Click on the *Export* button in the dialogue box.
4. Select a location into which the dictionary should be stored. Enter a file name.

Note!
The dictionary, including all words and automatic replacements, is stored as a text file. The standard file destination path for the export / import of dictionaries is: My files/MyScript Documents/export.

5. Click on the Save button as confirmation.

5.10.4 Managing automatic replacements

Your application manages replacements automatically: if abbreviations, initials or acronyms are used in your notes, these can be replaced automatically by a complete name or term during conversion.

Adding an automatic replacement

1. For access to the automatic replacements, click on the button and then click on the *Auto replacements* tab.
2. Add an automatic replacement:

Fig. 100 Text fields for automatic replacement

3. Enter the shortened form or abbreviation (e.g. "MPI") which is to be replaced by another text into the left-hand side of the text field.
4. Then enter the long form (e.g. Max Planck Institute) which replaces the original text in all positions where it is located in the right-hand side of the text field.

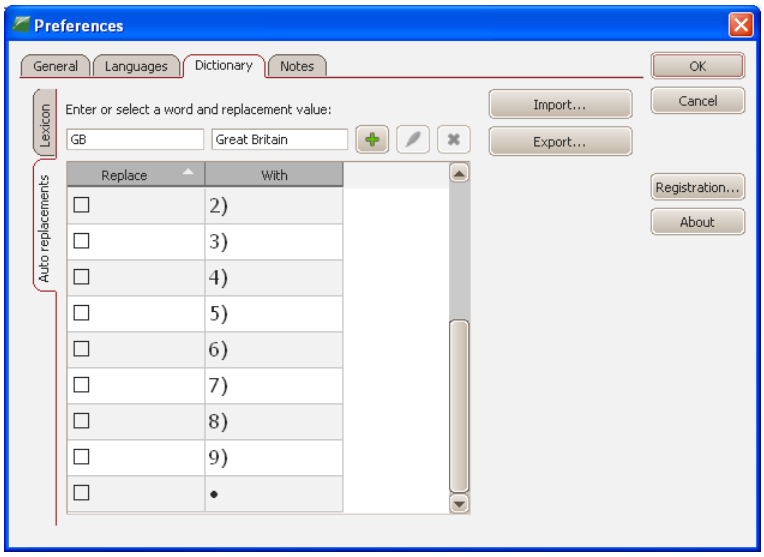


Fig. 101 Preferences dialogue box (Dictionary tab - automatic replacement)

5. Click on to add your automatic replacement into the dictionary.
6. Once finished, click on *OK* to close the dialogue box.

Modifying an automatic replacement

1. To modify an automatic replacement, select the entry which you would like to modify and click on the button.

The selected entry can be displayed in the text fields and may be edited.

2. Perform the required modifications and click on to confirm. If you do not wish to save the modifications, the process can be terminated by clicking on .
3. Click on *OK* to close the dialogue box.

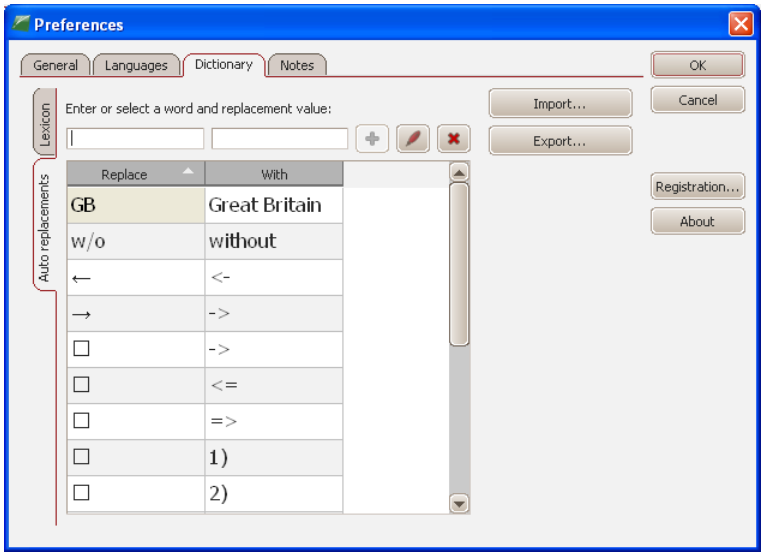


Fig. 102 Preferences dialogue box (Dictionary tab - automatic replacement)

Deleting an automatic replacement

1. To delete an automatic replacement, click on the entry which you would like to remove from the list.
2. Click on the button.
3. Once finished, click on *OK* to close the dialogue box.

6 Editing the notes with Mobile Note Taker (Note Manager)

The Note Manager allows you to store, display, search, copy and export notes.

It is set in Windows Explorer format so that you can search through your files in the left-hand section and observe them in the right-hand section.

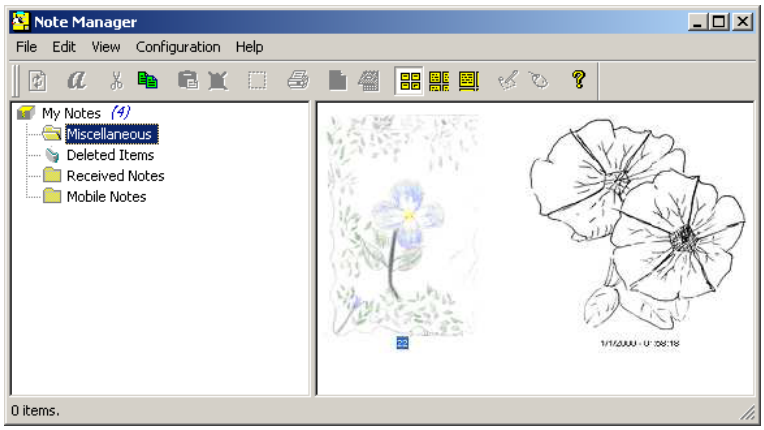


Fig. 103 Note Manager

6.1 Defining preferences

Define the standard preferences such as note colour, automatic storage characteristics, print preferences etc. in the preference dialogue window.

The dialogue window is divided into four registration cards, each controlling a different aspect of the system: general, printing and ink.

6.1.1 Access to preferences:

Open the *Configuration* menu in the Note Manager and select the *Preferences* option.

6.1.2 "General" tab

- The time interval (in minutes) can be determined in the *Auto-save note in* entry field once the system has already stored your notes.

Note!
This Auto-save activates a restore function automatically which restores your data in the version in which it was last stored in the event of a system shutdown or power failure.

- Tick the *Load when Windows starts* checkbox to open Mobile Note Taker automatically each time the computer is switched on.
- Tick the *Save sticky notes on exit* checkbox to store all newly created memos automatically. The stored memos appear as soon as the PC is switched on next time or when the Mobile Note Taker is restarted.

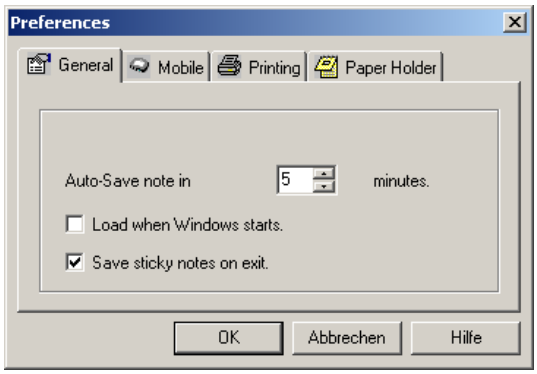


Fig. 104 Preferences dialogue boxes (General tab)

6.1.3 "Mobile" tab

An automatic upload can be set in the *Mobile* tab. Three different selection possibilities are available to you.

- YES - Your notes are uploaded automatically as soon as the receiver is connected to the PC.
- NO - Your notes must be uploaded manually.
- ASK ME - You will be asked by the Mobile Note Taker each time the receiver is connected whether you would like to upload your notes.

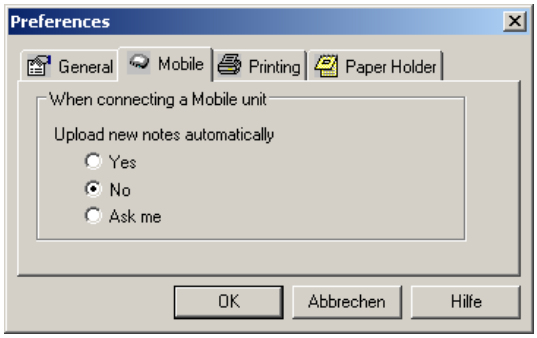


Fig. 105 Preferences dialogue box (Mobile tab)

6.1.4 "Print" tab

The settings for printing can be performed here.

- Tick the *Note per page* checkbox to verify that only one note per page will be printed.
- Tick the *Centre note on page* checkbox to verify that notes will always be printed centred.

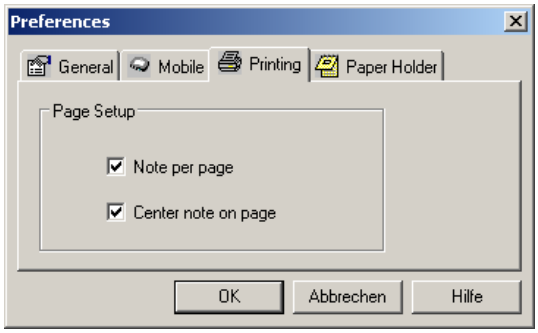


Fig. 106 Preferences dialogue box (Print tab)

6.1.5 "Paper holder" tab

In the Paper holder tab, it is possible to adjust transparency of the paper holder.

- Pull the slider beneath *Opacity of the paper holder* to the required degree of transparency.

Once all settings have been performed, confirm your entry by clicking on *OK*.

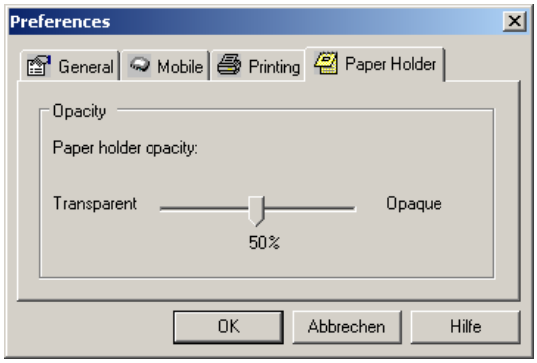


Fig. 107 Preferences dialogue box (Paper holder tab)

6.2 Toolbox

The Note Manager toolbox includes buttons which grant you easy access to the menu commands used most regularly.

The following table contains a list of all buttons in the toolbox along with a functional description.

Toolbox button	Description
	Upload – In online mode, it is possible to upload all of your notes from the receiver onto the PC using the Mobile Note Taker software.
	Convert your notes into text using MyScript Studio Notes Edition (only possible if the recognition software is installed.)
	Cut – Cuts out the selected notes and stores them in the clipboard.
	Copy – Copies the selected notes and stores them in the clipboard.
	Paste – Inserts everything which was most recently stored in the clipboard by copying or cutting.
	Delete – Deletes selected note(s)
	Edit notes – Edits a selected note.
	Print – Prints selected note(s).

Toolbox button	Description
	Display as sticky note – Converts a note to sticky note.
	As paper holder – Converts a note to paper holder.
	Small thumbnail – Displays small thumbnails in the Note Manager view.
	Medium thumbnail - Displays medium-sized thumbnails in the Note Manager view.
	Large thumbnail - Displays large thumbnails in the Note Manager view.
	Note mode
	Mouse mode – Allows the pen to function as a mouse
	About Mobile Note Taker – Displays information regarding this Mobile Note Taker version.

6.3 Uploading notes onto the PC

1. Start up Mobile Note Taker.
2. Upon initial start-up of the program, select the position in which your receiver was attached to the paper and click on OK. This setting can be changed in the *Configuration > menu under Set device orientation*.

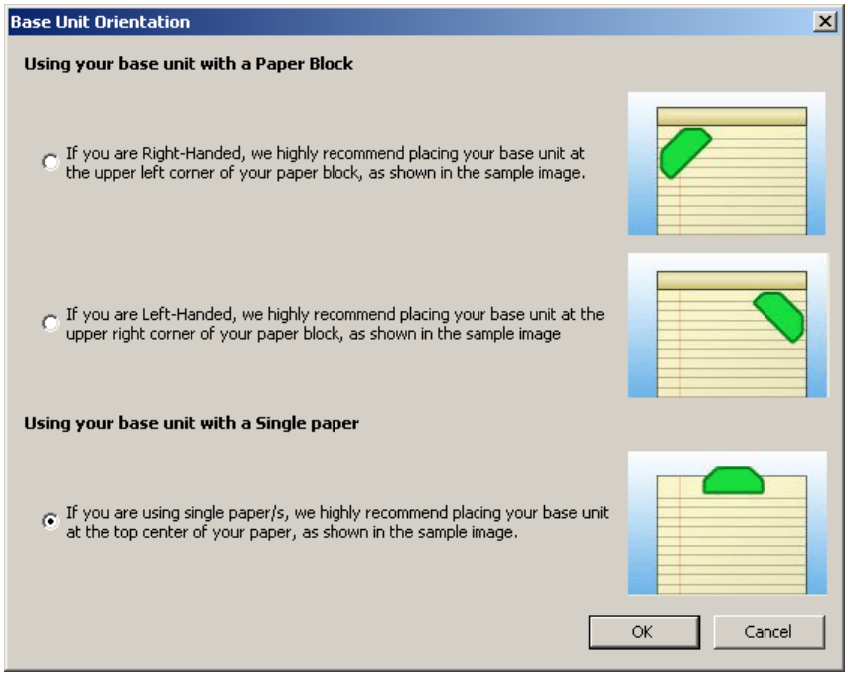

Base Unit Orientation
Using your base unit with a Paper Block
If you are Right-Handed, we highly recommend placing your base unit at the upper left corner of your paper block, as shown in the sample image.
If you are Left-Handed, we highly recommend placing your base unit at the upper right corner of your paper block, as shown in the sample image
Using your base unit with a Single paper
If you are using single paper/s, we highly recommend placing your base unit at the top center of your paper, as shown in the sample image.
OK
Cancel

Fig. 108 Aligning the base unit dialogue box

Note!
Selection of the attachment position is not supported higher than Windows Vista. The central position at the top is generally pre-set.

If an incorrect position is specified here, your notes will be displayed skewed on your PC!

3. Upon initial start-up of the program, a message appears stating that the STAEDTLER digital pen is being used in mouse mode. Confirm by clicking on *OK*. This setting can be changed at any time (see chapter 4.2.1 Functions of the STAEDTLER digital pen).

MAC information

This is stored on the MAC in TIFF-format when uploading the handwritten notes onto the MAC via the Mobile Note Taker software. Notes in TIFF format, however, cannot be transferred in the MyScript Studio Notes Edition handwriting recognition software, whereby conversion of the notes in computer writing is impossible. To convert the notes in computer writing, uploading must be carried out via My Script Ink Retriever.

The Mobile Note Taker transfers the notes on your receiver automatically onto the MAC and deletes the memory of the receiver. It is therefore essential that automatic deleting of the receiver memory is deactivated under *Note Taker preferences*.

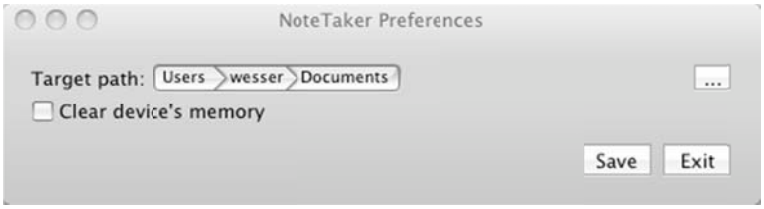


Fig. 109 Deactivating automatic deleting

4. Select the *Upload* option in the *File* menu. All notes on your receiver are now uploaded onto the PC.

You will be asked upon conclusion of the process whether you would like to delete all notes on the receiver.

- Select *Yes* to delete all notes on the receiver.
- Select *No* to retain the notes.

Note!
If you select 'No', the notes which are already present on the PC will not be uploaded again during the next upload.

If the notes are deleted from your PC, however, these notes will be uploaded again.

6.4 Editing notes

Notes can be edited at any time: regardless of whether they are still to be drafted or whether the notes are already stored in the Note Manager.

1. To edit a note, click on the *Edit note* button or right-click on the note and select *Edit note* in the menu which appears.

The Edit notes window opens with the selected note.

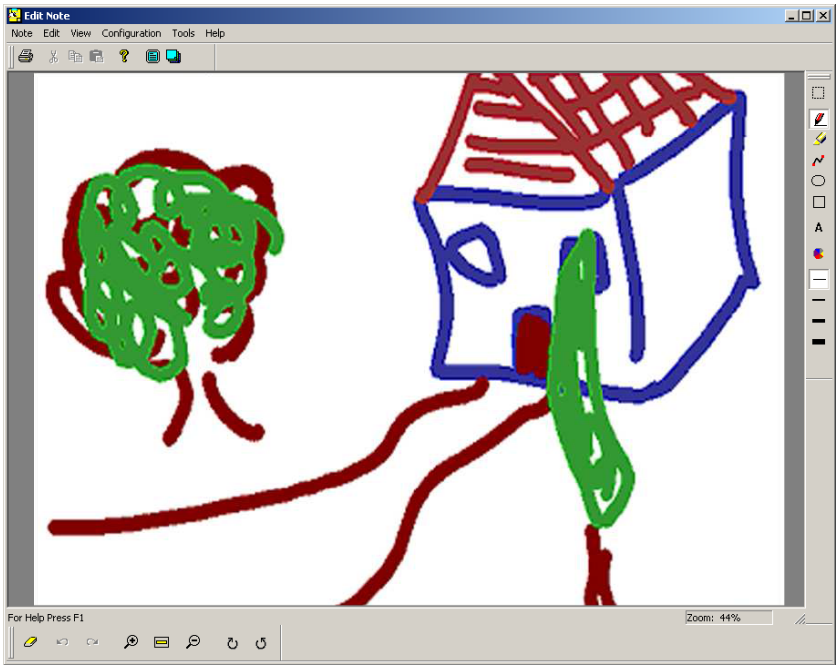


Fig. 110 Edit notes window

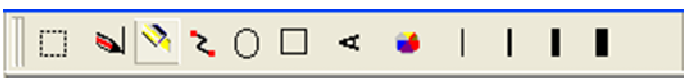
2. Edit your note

- Use the *Select area* button in the toolbar or the *Select* option from the *Tools* menu to select a specific line or a group of lines
- In the *Edit* menu, click on *Select all* to select the entire note.

Note!
It is still possible to continue drawing or writing within the note using the pen while the note is being edited.

Edit note includes menus and a toolbar to grant you access to a wide selection of editing functions.

The *Toolbar* is situated on the right-hand pane of the **Edit note** window:



	Select area – Allows you to select an area by clicking and dragging with the mouse.
	Pen – Allows you to draw freehand using your mouse.
	Highlight – Allows you to highlight each area freehand using your mouse.
	Line – Allows you to insert a line of any length.
	Circle – Allows you to insert a circle of any size.
	Rectangle – Allows you to insert a rectangle of any size.
A	Text – Allows you to insert typed text.
	Change pen / highlighting colour – Allows you to select or change colour of the pen strokes, the highlighter or the text.
	Line width – Allows you to select or modify width of the line.

The **Manager toolbar** is situated below in the *Edit notes* window.

	Erase note completely – Deletes the entire note represented on the display screen.
	Undo – Deletes the previous action.
	Repeat – Restores the action previously deleted.
	Enlarge – Enlarges view of the note.
	Adapt parameter automatically - Returns view of the note to the original view size.
	Reduce – Reduces view of the note.
	Rotate to the right – Rotates the entire note image 180° to the right.
	Rotate to the left – Rotates the entire note image 180° to the left.

6.5 Printing notes

A note can be printed from any of the 3 note interfaces – the Note window, the Edit note window or the Note Manager.

6.5.1 Printing a note from a file

1. Click on the note name or on the thumbnail in the Note Manager.
2. Click the *Print preview* option in the *File* menu to obtain a preview of the note prior to printing.

Note!

Several notes can be included in the preview simultaneously. Select the first note, hold the <Ctrl>-key pressed and then select the other notes.

3. Select the *Print* option in the *File* menu or click on the button.
4. Select the desired print settings and print properties.
5. Then click on *OK*.

6.5.2 Printing an opened note

Select the Print option in the File menu in the Edit notes window or click on the button.

6.6 Storing notes

Notes can be stored at any time during creation. They are stored automatically in the standard folder and named in accordance with date of creation. Once stored, notes can be renamed at any time.

- Click on the *Save and close* button in the note window toolbar to store the note in the *Miscellaneous* standard folder.
- Click on the *Save in folder* button to store the note in a folder of your choice.

Note!
It is also possible to set an Auto-save.

6.7 Renaming notes

When creating and saving a new note, this is automatically named in accordance with the current date and time. Notes can be renamed at any time.

1. Right-click on the note which you would like to rename
2. Select *Rename* in the menu which appears. The name is now highlighted.
3. Enter a new name for the note.

6.8 Moving notes

It is possible to relocate a note from its current folder to another folder.

1. Select the name of the note or the thumbnail in the Note Manager.
2. Click on the *Move to* option in the File menu.
3. Select the folder into which the note is to be filed.

Note!
The note can also be moved via 'Drag and Drop'.

6.9 Finding notes

It is possible to search for a specific note within your stored notes.

1. Select the *Find note* option in the *Edit* menu.
2. Select the folder(s) which you would like to search.
3. To search for descriptions or note names, select *by description* and enter the name or the description of the note in the *Search for* entry field.
4. To search by creation date parameters, select *All notes created* and then enter the time period for which you would like to carry out the search.
5. Click on *Find*.

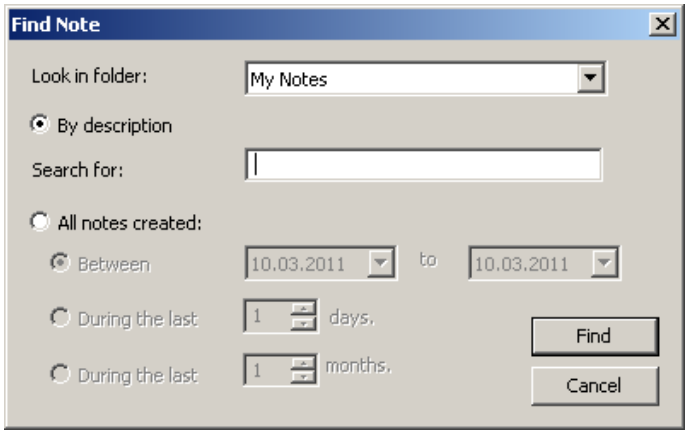


Fig. 111 Finding a note

6.10 Exporting notes

6.10.1 Exporting as JPEG

Each note can be exported in JPEG file format which can then be converted to an image file. This proves practical, for example, should you wish to add notes in documents created in other applications such as MS Word or PowerPoint.

1. In the Note Manager, select the note which you would like to export.
2. Right-click on the note name or open the *File* menu. Select the *Export* option. Click on *JPEG* in the list that appears.

An Export dialogue window appears.

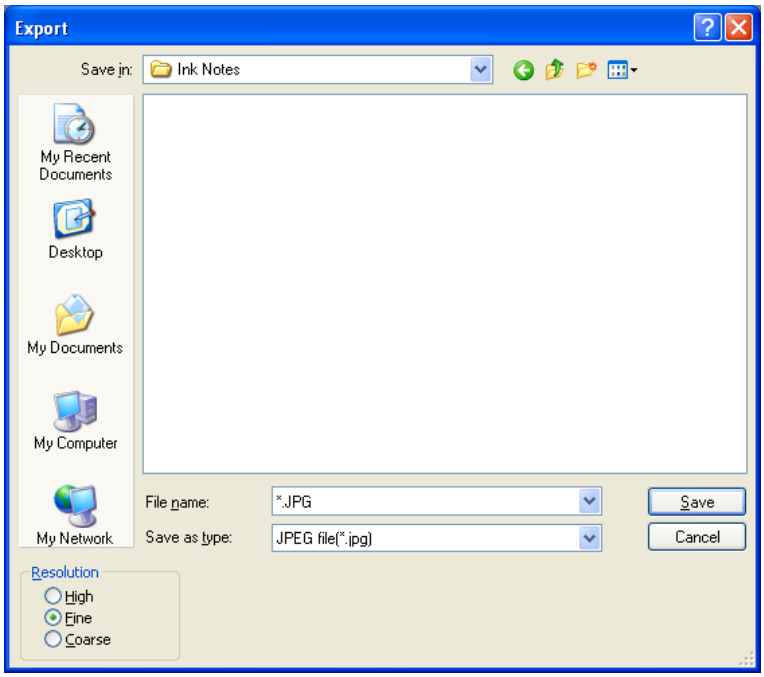


Fig. 112 Export note as JPEG file dialogue box

3. Select the target path in the *File name* field.
4. Define the resolution quality under *Resolution*.
5. Click on *Save*.

Note!
It is possible to export several notes simultaneously. Hold the <Ctrl>-key pressed on the keyboard and then select the note which you would like to export in the Note Manager.

6.10.2 Exporting in a file format

It is also possible to export each note in vector format (.pegvf-file) to allow another digital pen user to import this file into the Note Manager database.

1. In the Note Manager, select the note which you would like export.
2. Right-click on the note name or open the *File* menu. Select the *Export* option. Click on *Export as data file* in the list which appears.

An Export dialogue window appears.

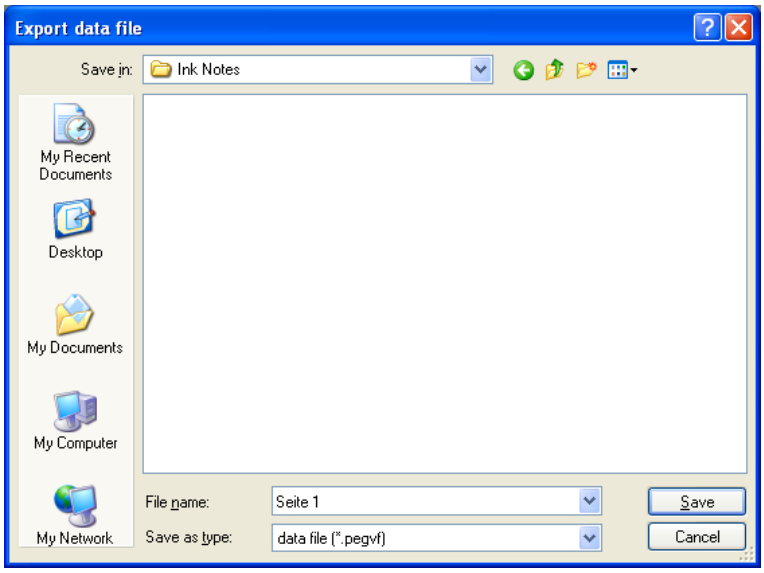


Fig. 113 Export note as dialogue box .pegvf file

3. Select the target path in the *File name* field.
4. Click on *Save*.

6.11 Importing data formats

It is possible to import each file in vector format (.pegvf file) into the Note Manager database.

1. Select the *Import* option in the *File* menu.

The Import dialogue box appears.

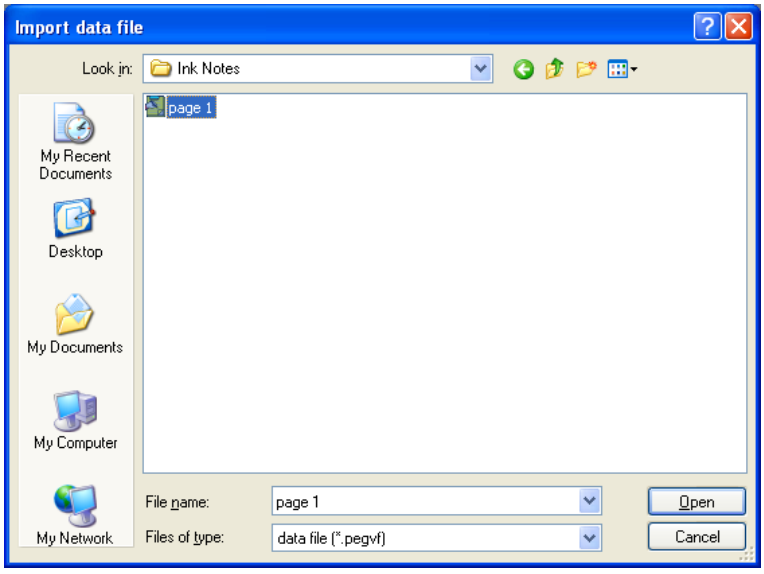


Fig. 114 Importing data dialogue box

2. Select the data which you would like to export.
3. Click on *Open*.

6.12 Sending / receiving notes

Each note can be sent via e-mail or via the local network. Notes sent as an e-mail appear to the recipient as a JPEG-attachment. To send a note in the local network, the receiver must have the Mobile Note Taker software installed, and this software must be active on their computer.

6.12.1 Via e-mail

The Mobile Note Taker uses your standard e-mail client to send notes via e-mail.

Each stored note can be sent as a JPEG or PEGVF file.

1. Click on the note name or the thumbnail in the Note Manager.
2. In the *File* menu, select the *Send to* > *e-mail* option if you would like to send the note as a JPEG file. Select the *Send to* >*Send via e-mail as data file* option should you wish to send the note as a PEGVF file. Alternatively, right-click on the note name or on the thumbnail and select *Send to* > *e-mail* or *Send via e-mail as data file*.

A new e-mail form opens with the note as a JPEG or PEGVF attachment.

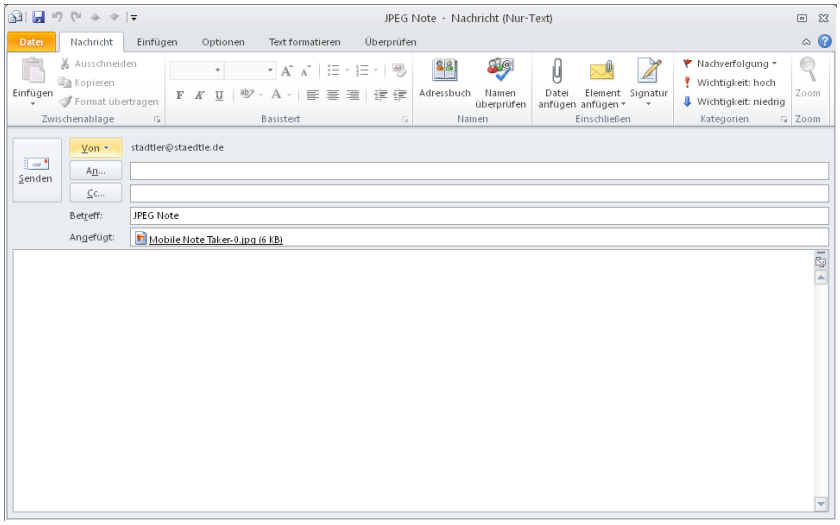


Fig. 115 Note sent via e-mail with JPEG attachment

3. Enter the e-mail address of the desired recipient, the subject and the e-mail text.
4. Send the e-mail.

6.12.2 Sending via the local network

1. Click on the note name or the thumbnail in the Note Manager.
2. In the *File* menu, click on the *Send to* > *Network PC* option and right-click on the note name or the thumbnail and select *Send to* > *Network PC* in the menu which appears.

The *Send note…* dialogue window opens. A list of all network users installed and initiated by the Mobile Note Taker application appears.

3. Select the name or the IP address of the person to which you would like to send the note. Several recipients can be selected simultaneously by pressing the <Ctrl> key.

Note!
The note can be sent to all network users in the list by pressing the Select all button.

4. Click on *Send*.

6.12.3 Receiving via the local network

It is possible for users of a local network to receive notes via the LAN. Upon receipt of a note, this appears automatically on your PC display screen and a signal tone sounds.

Right-click on the received note to obtain the following options:

Fig 116 Options upon receipt via a local network

- Edit & Reply (the user may add text or sketches).
- Print note
- Save note
- Forward note to other network users
- Close note

Note!
Notes which have been received via the LAN are stored in the Received notes folder in the Note Manager.

6.13 Adding notes in other applications

It is possible to add each stored note in another application. In this case, the note is converted automatically into a JPEG image.

1. Select the note or the thumbnail in the Note Manager.
2. Open the *Edit* menu or right-click on the note name or the thumbnail .
3. Select Copy or Cut.

Note!
Cutting the note will delete the note from the current page.

4. Open the application into which you would like to add the note.

5. Select the *Add* option in the opened application.

Note!
It is also possible to copy the note which you are currently editing. To do this, click on the *button in the note toolbar.*

6.14 Creating sticky notes

Sticky notes can be created in the following manner:

1. Select a note by clicking in the Note Manager,
2. Right-click on the note and select *Show as sticky note*.

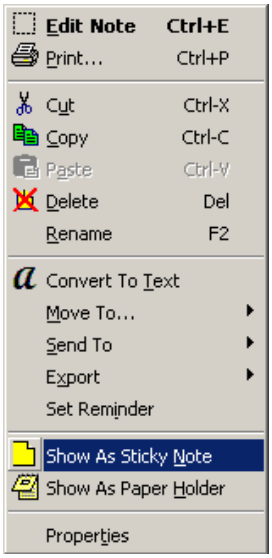


Fig. 117 Creating a sticky note

Alternatively, click on the *Show as sticky note* button in the toolbar.

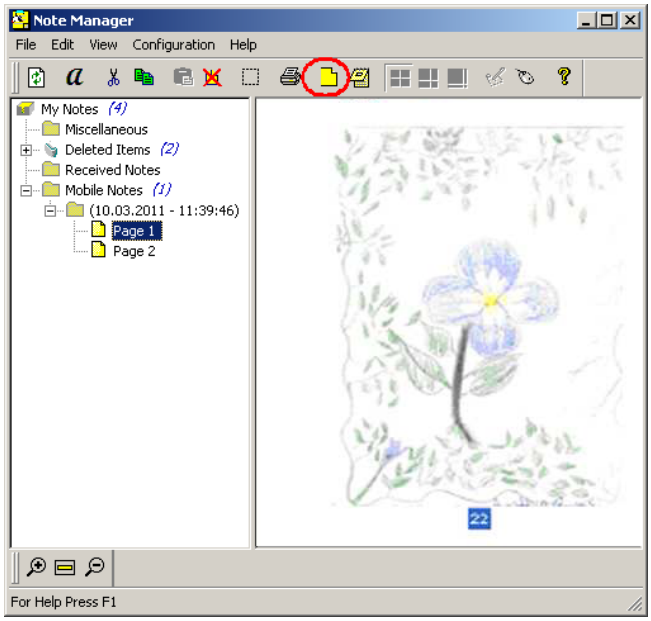


Fig. 118 Show as sticky note button

Note!
The note can also be dragged onto the desktop using the Drag & Drop feature.

Right-click on the sticky note to obtain further sticky note options.

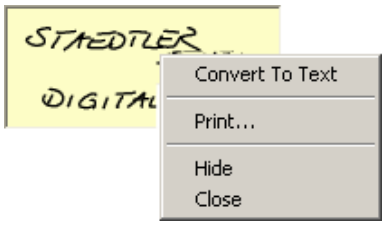


Fig. 119 Sticky note options

- *Convert into text*: this option converts handwriting on the sticky note into text using the MyScript Studio Notes Edition software.
- *Print*: allows printing of the sticky note.
- *Hide*: select *Hide* to conceal a sticky note in the application icon.

  To display a hidden note again, right-click on the application icon in the taskbar and select *My sticky notes*. Then click on the note which you would like to restore.

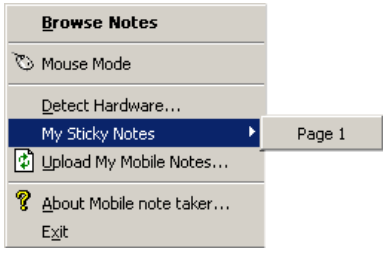


Fig. 120 Restoring hidden notes

Note!
Sticky notes will also be shown again each time the application is restarted.

- *Close*: closes the sticky note.

6.15 Creating paper holder notes

A paper holder note allows you to view your notes in the foreground at all times. Furthermore, it is also possible to adjust their transparency.

1. Select the note which you would like to display in the Note Manager by clicking on it.
2. Right-click on this note and select *Display as paper holder*.

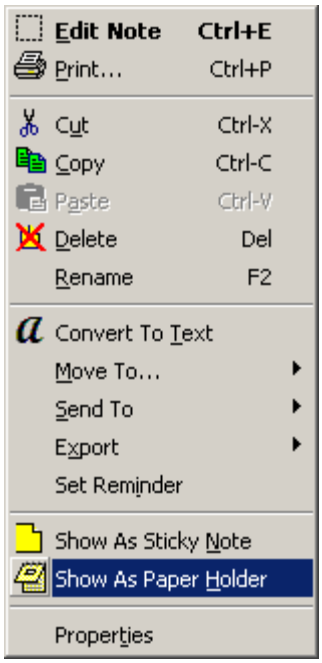


Fig. 121 Creating a paper holder note

Alternatively, click on the *Display as paper holder* button in the Note Manager toolbar.

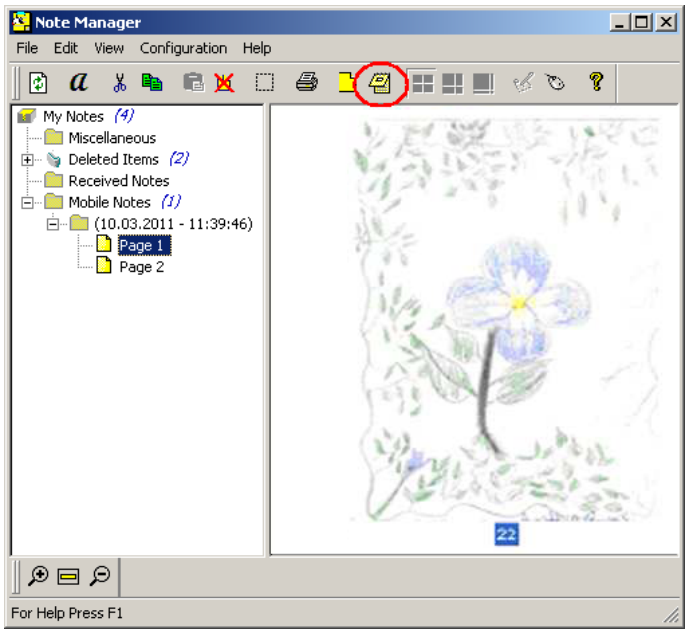


Fig. 122 Display as paper holder button

3. Adjust the transparency of your paper holder notes (see chapter 6.1 Defining preferences)

6.16 Selecting pen styles

It is possible to modify the colour and width of the on-screen pen stroke at any time.

1. Open the Configuration menu in the Note Manager. Select the Pen styles option.

2. Click on the arrow on the right-hand side of the current colour to obtain a list of colours. Select the desired colour.
3. Use the arrows on the right-hand side of the current pen width to select a pen width between 1 and 10. The desired width may also be entered directly into the field.
4. Click on *OK* to confirm selection or click on *Cancel* to abort selection.

Note!
Click on the Default button to restore the default settings.

6.17 Managing folders

The Note Manager is installed with predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes.

This folder can be used for storing your notes or, if required, to create additional user-defined folders.

6.17.1 Creating new folders

A new folder can be created in different ways:

1. Select the folder in which you would like to create a sub-folder by clicking.
2. Click in the *File* menu and select the *New folder* option.

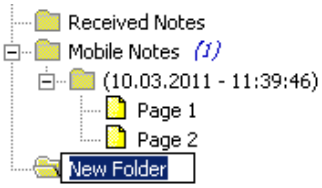


Fig. 123 Creating new folders

3. Enter the name of the new folder.

6.17.2 Renaming folders

All folders with the exception of predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes can be renamed.

1. Right-click on the folder which you would like to rename
2. Click on the *Rename* option. The file name is now highlighted.
3. Enter a new name for the folder.

6.17.3 Deleting folders

All folders with the exception of predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes can be deleted.

1. Right-click on the folder which you would like to delete.
2. Select the *Delete* option in the menu which appears.
3. Confirm deleting of the folder with *Yes.*

6.18 Reminder function

The notes stored on your PC can also be used as reminders. Define a precise date and a precise time for a selected note so that this will then appear automatically on your display screen at the desired time.

6.18.1 Setting a reminder

1. Select a note or the thumbnail in the Note Manager.
2. In the *File* menu, click on the *Set reminder* option. Alternatively, right-click on the note and select *Set reminder* in the menu which appears.
3. Tick the *Enable reminder* checkbox.

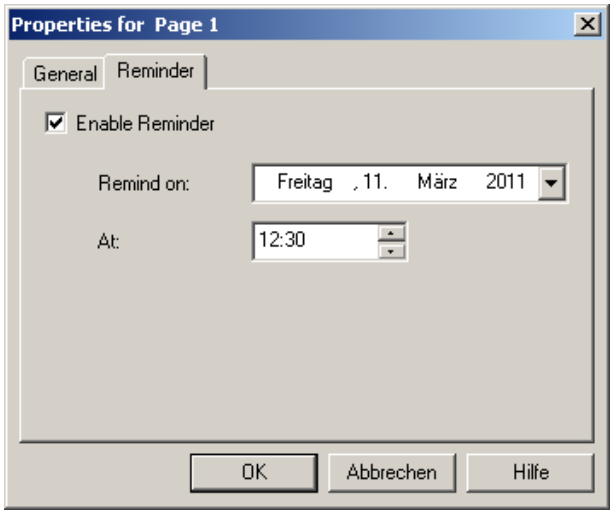


Fig. 124 Setting a reminder

4. Click on the arrow on the right alongside the *Reminder on* list and select the date from the drop-down calendar which appears.
5. Should you wish to determine a specific time for the reminder, use the arrow alongside the *At* list or enter the desired time.

Note!
If no specific time is entered, the reminder appears as soon as the computer is booted on that particular day.

Suppressing the reminder (snooze function)

When a reminder appears, it is possible to suppress this reminder until it reappears again after 5, 10, 15 or 20 minutes accordingly.

1. Click on *Snooze*
2. Select the number of minutes from the drop-down list after which the suppressed reminder should appear again.

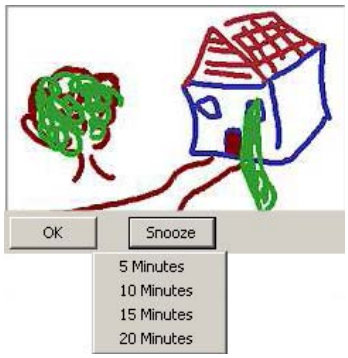


Fig. 125 Setting the snooze function

6.19 Backing up and restoring the note database

It is possible to use the Note Manager as a backup for your entire database, and to restore this backup as required.

6.19.1 Backing up the database

1. Select File -->Backup/Restore --> Backup database in the menu.

The following dialogue window appears:

Fig. 126 Selecting a destination path

2. Select the destination path for backup of your database.
3. Click on the *Save* button.
4. Once backup has been concluded successfully, the following message appears:

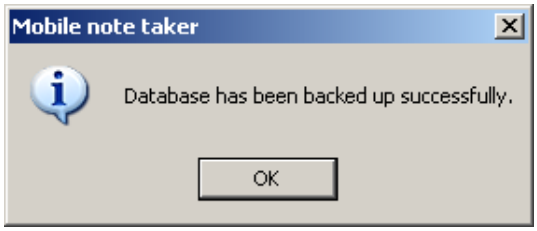


Fig. 127 Database has been backed up successfully dialogue box

6.19.2 Restoring the database

1. Select File > Backup/Restore > Restore database in the menu.

The following dialogue window appears:

Fig. 128 Selecting a destination path

2. Select the destination path for your database backups.
3. Click on the *Restore* button.
4. If successful, your database is restored in a new folder in the Note Manager.

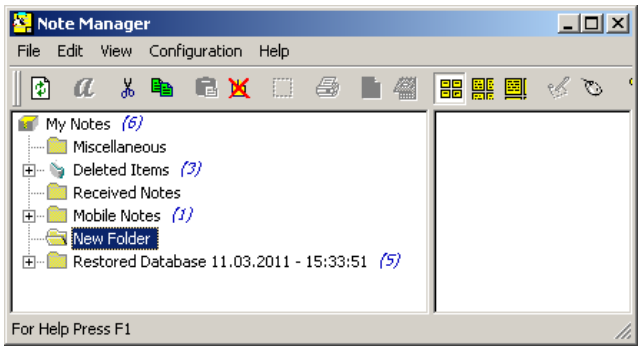


Fig. 129 Restored database

Note!
This new folder is named "Restored database" and includes the date on which restore was implemented.

7 Troubleshooting

7.1 Overview

Problem	Possible cause	Solution
The LCD display is blank following activation.	The battery of the receiver is too low.	Connect the receiver to the computer.
In offline mode, the pen symbol is not flashing in the LCD display when writing	Batteries of the pen are too low.	Replace the pen batteries (SR 41).
	The refill is not inserted properly.	Insert the refill correctly (see 1.5.1 Inserting / replacing a refill)
The battery symbol is not flashing during the charging process.	The USB cable is not connected properly.	Connect the USB cable again.
	The USB cable is damaged.	Replace the USB cable with a new one.
The pen stroke is not visible on the display screen in online mode.	The Note Manager is active.	Start up the Note Manager.
	The receiver is not connected properly to the PC.	Connect the receiver again.
	The pen is in mouse mode.	Convert the pen to pen mode (see 4.2 Online mode)
	The pen is out of range of the receiver.	See 1.6.6 Range of the receiver
	The battery of the digital pen is too low.	Replace the pen batteries (SR 41).
The pen stroke is awry or is not complete.	There is an obstacle between pen and receiver.	Remove the obstacle (see 1.6.5 Attaching the receiver to the paper).
	The pen is being gripped too close to the pen tip. Transmission from the pen tip is being blocked by the fingers.	For correct pen grip, see 1.6.5 Attaching the receiver to the paper
	The writing underlay is not even enough or the paper has not been flattened correctly.	Use a firm and smooth underlay.
The mouse is not responding.	The pen battery is too low.	Replace the pen batteries (SR 41).
	The pen is not in mouse mode.	Convert the pen to mouse mode (see 4.2 Online mode)
	The pen is out of range of the receiver.	See 1.6.6 Range of the receiver
Text is represented skewed.	Alignment of the receiver is incorrectly set.	See 4.3 Uploading notes onto the computer
Two texts have been written on top of one another	You have forgotten to create a new page.	Can be rectified in MyScript Studio Notes Edition, (see. 5.5.4 Splitting ink)

8 Information regarding disposal

The product, its packaging and the batteries included in delivery have been manufactured from quality materials which can be reused.

Reusing selected parts or raw materials from used products contributes substantially to a reduction in waste and to environmental protection.

8.1 For EC countries

Please dispose of individual components by separating in an appropriate manner. More detailed information regarding your nearest recycling collection point can be obtained from your local authorities.

Electronic equipment identified with this symbol may not be disposed of together with regular domestic waste!

Every consumer is legally obliged to dispose of electrical waste separately from domestic waste.

Information regarding recycling collection points which will accept electrical waste free of charge can be obtained from your local authorities or city councils.

Do not dispose of batteries and battery packs together with domestic waste!

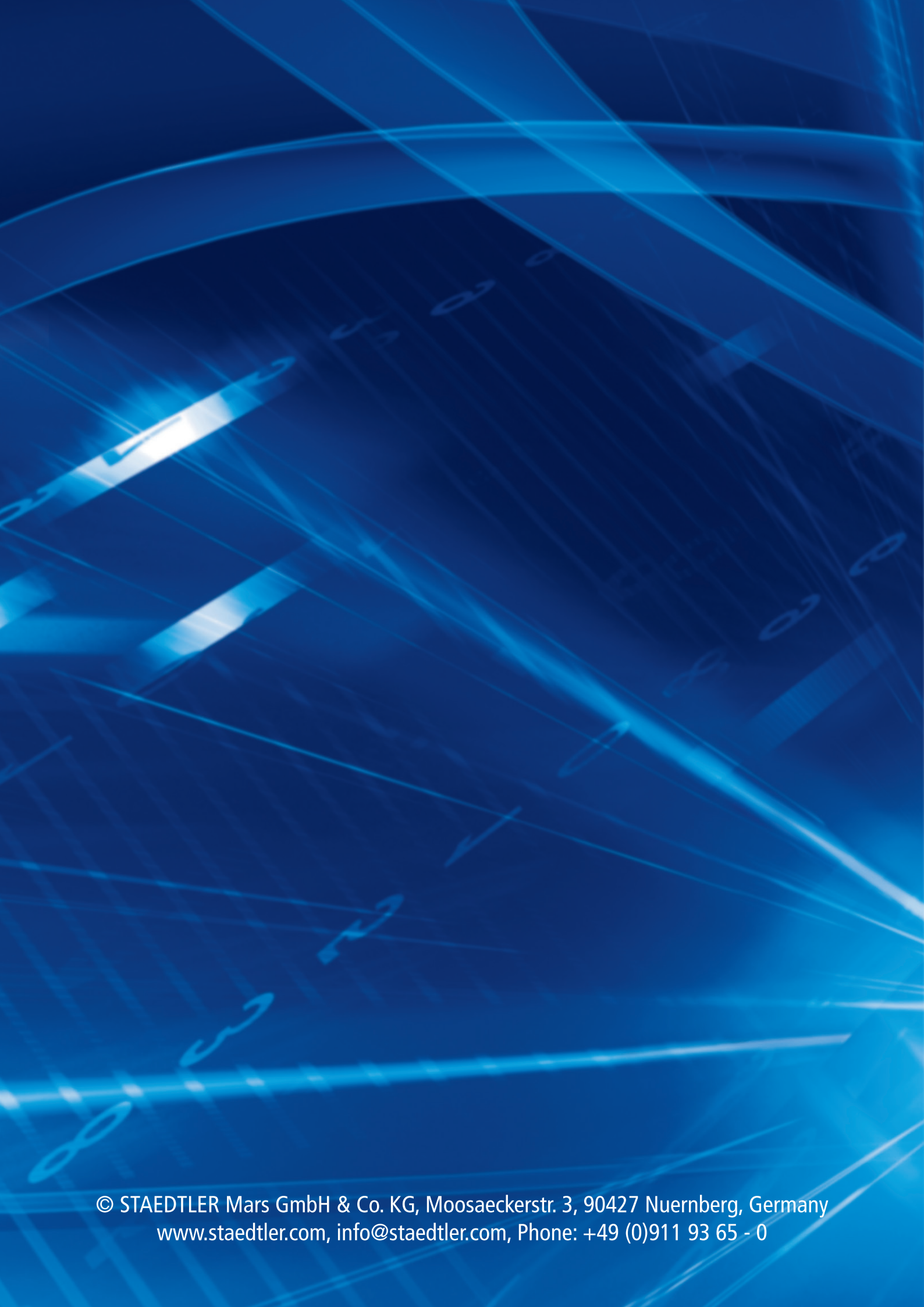
Every consumer is legally obliged to return all empty batteries and battery packs. Used batteries and battery packs can be surrendered to public collection points of the local authorities or city councils or to any shop specialising in the trade of batteries.

Batteries and battery packs containing contaminants are identified with the following letters:

Pb = Lead, **Cd** = Cadmium, **Hg** = Mercury.

8.2 For non-EC countries

Please dispose of individual components in accordance with directives valid for your respective country.



© STAEDTLER Mars GmbH & Co. KG, Moosaeckerstr. 3, 90427 Nuernberg, Germany
www.staedtler.com, info@staedtler.com, Phone: +49 (0)911 93 65 - 0